

VPAA National Impact Travel Awards (NITA)

Traveler's Name	_____	Title	_____
Travel dates	_____	Department	_____
Travel destination	_____		
Conference name	_____	Benefit to UTSA	
Conference type		Comment	

Purpose of attendance

Employee type T/TT FTT (75% FTE or more) Staff

Check the box that applies:

An author who is presenting a paper, poster or invited talk on pedagogy, curriculum, or program innovations at a recognized scholarly or educationally-oriented national/international conference. (attach evidence of acceptance of paper, poster or invited talk)

Attending a national or regional conference or organized training program for professional development to improve teaching skills or learn a new pedagogy in order to receive this award. (attach acceptance of application or registration)

Staff must be an author/co-author who is presenting the empirical results, program evaluation or other systematic method to assess impact of an innovative UTSA academic support program.

Have you previously requested travel funds this fiscal year? _____

Travel Expense Budget Detail		Travel Funds Requested	
Registration	_____	VPAA	DFM086 _____
Airfare	_____	Dean's Match	DFR007 _____
Hotel	_____	Dept. Match	_____
Meals per Diem	_____	Maximum amounts per source of funding:	
Transportation	_____	VPAA: \$1000 (staff) /\$1,500 (T/TT) /\$2000*	
Parking	_____	Dean's match: \$350	
Total	_____	Department match: \$150	
		*FTTs ONLY (no other match required)	

Signatures: _____ **Date:** _____

Traveler Signature: _____

Chair Signature: _____

Send completed form to the BSC at colfa.bsc@utsa.edu along with supporting documents for final approval.

Assoc Dean: _____

Annie Herrera: _____