



## Application to the Foreign Travel Assistance Program

Adobe Professional is required to complete, save and submit this application electronically. See the guidelines for instructions to submit with Adobe Reader.

---

### Applicant Information:

Name: \_\_\_\_\_ Preferred First Name/Nickname: \_\_\_\_\_

Faculty : Rank \_\_\_\_\_

Graduate:  Master's Student  Doctoral student, not yet admitted to candidacy  Doctoral student, admitted to candidacy

Department: \_\_\_\_\_ Email: \_\_\_\_\_

UGA Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### ALL SECTIONS MUST BE COMPLETED.

### Travel Information:

Title of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Nearest International Airport: \_\_\_\_\_

Dates of Meeting: \_\_\_\_\_

Lowest Available Round-trip Air Fare: \_\_\_\_\_

### Meeting Information:

Briefly describe the nature of the meeting:

Applicant's role in meeting (check all that apply):

- Keynote Speaker
- On Conference/Meeting Organizing Committee
- Invited Speaker on Program
- Poster or Paper Presentation
- Session or Roundtable Facilitator
- Other (Please describe):

Other comments about applicant's role:

Process by which participants were selected:

Will abstract or full paper from presentation be published as part of meeting proceedings?

Yes  No  Don't Know

**Evaluation by Department Head/Dean or Major Professor for Grads:** Please ask your Department Head/Dean or Major Professor (for Grads) for text to copy and paste into the spaces below OR to approve the text entered below:

**1. Nature and quality of meeting:**

**2. Significance of the applicant's participation:**

**3. Source and amount of matching funds:**

By checking this box, I certify that the person listed below has reviewed and approved the above evaluation. (For major professors of graduate students) I certify this student is in good standing with their degree program.

Name (typed): \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Documentation of Participation: MUST BE INCLUDED OR YOUR APPLICATION WILL BE RETURNED.** Attach documentation of participation. Documentation can be a letter/email of invitation for a keynote or plenary address or acceptance of a paper/abstract, conference program, etc. *(Attach to this electronic application by "Document – Insert Pages" and inserting the file of the document.) If you are unable to attach to this document, please send as a separate electronic file.*

**See the OVPR website for detailed guidelines on the Foreign Travel Program.**

<http://www.ovpr.uga.edu/docs/policies/iga/FT-Guidelines.pdf>