

## **College of A&GS Research Travel Assistance Awards (RTAA) Program Description**

**Overview:** Each year the college allocates \$20,000 to support travel of faculty, research scientists and graduate students to participate in meetings (conferences, workshops, project coordination meetings etc.) that benefit their research or scholarly activities for which travel funds are otherwise not available.

**Who is eligible:** A&GS tenure, tenure-track, or renewable term faculty, and research scientists (incl. Post-Docs) and graduate students if their supervisor submits a statement of support.

**Level of support:** As stated above, the A&GS RTAA awards are intended to support travel for which funds from other sources are not available or insufficient to cover the total travel costs. RTAA funding amounts are based on actual costs but limited to a maximum of \$1500 per request. RTAA support will also be limited to once per fiscal year per person. Awards will be made on a first-come first serve basis, i.e. we cannot guarantee the availability of funds throughout the entire year, but we will work with the academic units to prepare for possible requests throughout the year as meeting schedules become available.

**How can I submit a request:** RTAA request should be submitted prior to making travel plans using the form on the next page. The request should include a detailed documentation of estimated expenses as well as any funds available from other sources. The requests should also include a description of the nature of travel and a justification for why this travel is important and beneficial for the requestor's research. If the travel is for presenting/performing at a meeting, please provide a copy of the invitation to present/perform from the conference or event/venue. If the requestor is a research scientist or graduate student a statement and signature from the supervisor must also be included. Requests should also be signed by the director/chair of the academic unit as funds are limited and we want to assure that the approved requests align with the mission and priorities of the A&GS units. The signed RTAA form should then be sent to Associate Dean Klein ([pkklein@ou.edu](mailto:pkklein@ou.edu)) and her assistant Lee Anne Sallee ([lasallee@ou.edu](mailto:lasallee@ou.edu)). Once the RTAA request is reviewed by the dean's office, the traveler, supervisor, and unit chair/director will be notified about the level of funding that can be awarded. If sufficient funding is available, the traveler should then submit a travel request in Concur indicating the approved A&GS RTAA amount as a funding source.

**How is the funding provided:** The RTAA program is a reimbursement program, i.e. once the travel is complete, the unit's financial administrator should email a copy of the travel claim and activity query to the AGS Dean's Office financial administrator who will then transfer funds to the unit handling the travel claim.

<b>AGS Request for Travel Awards (RTAA)</b>			
Name:		Email:	
Supervisor:		Email:	
Unit handling the travel claim:		Email of financial administrator:	
<b>Information about planned travel:</b>			
Destination:		Dates:	
Conference/Meeting:			
<b>Estimated travel expenses:</b>			
	\$ per day	Total \$ amount	
Airfare			
Local transportation			
Meals & Incidentals (per diem)			
Lodging			
Registration			
Mileage ( <a href="#">current mileage rates</a> )			
Parking			
Total estimated cost			
Funds available from other sources:			
<p><b>Attach a narrative that must state the reasons for travel, how the travel will benefit research/scholarly activities and why funding is being sought from A&amp;GS (as opposed to other sources).</b></p>			
<b>Signatures:</b>			
	Printed Name	Signature	Date
Traveler			
Supervisor			
Chair/director of academic unit			
<b>Dean's Office Review:</b>			
Reviewed by:			
Amount approved:			