

# UNO English Dual Enrollment FACULTY & GRADUATE STUDENTS TRAVEL GRANT APPLICATION 2017-2018

The UNO Department of English's Dual Enrollment program is pleased to provide travel grants for the 2017-2018 academic year. Grants can be used to support travel to conferences, symposia, workshops, archives and other research locations; all travel should have the potential to benefit Dual Enrollment teachers and their students.

## **Funding Amounts and Limitations**

Each faculty member or graduate student will be limited to a total of \$1500.00 in travel grant funding per academic year (AY), subject to availability of DE funds.

## **Travel Arrangements and Reimbursement**

All tickets must be purchased directly through UNO's travel contractor, Travel & Transport. To arrange tickets, please contact Jill Sutton, the English Department Staff Assistant, immediately after your grant has been approved. Under no circumstances will Dual Enrollment reimburse anyone for travel purchased by an individual.

Other costs (hotel, registration, meals, surface transport, mileage, etc.) will be reimbursed upon presentation of original receipts to Jill Sutton within 60 days of your return. If you do not have original receipts, no reimbursement will be made, as UNO no longer accepts affidavits.

## **Application Process**

- Complete the following grant application, as well as a UNO Travel Authorization Request form, signed by the Chair, and send these materials to Chuck Johanningsmeier, the department's Dual Enrollment Coordinator ([jmeier@unomaha.edu](mailto:jmeier@unomaha.edu)). This must be done 30 days in advance of the first day of travel.
- If you are travelling internationally, you **a)** must have your travel pre-approved by the Dean; and **b)** you must purchase an Air Ambulance Card and include your number on the Travel Authorization card (see Jill Sutton or Dustin Pendley for help with this).
- Budgets should be as complete and accurate as possible; if submitting prior to having complete information about a conference, faculty should review the previous year's conference information for estimates on expenses and topics
- All information requested must be addressed completely, concisely, and accurately. Please remember to tell how your travel will potentially benefit Dual Enrollment teachers and/or students.

## **If Your Application Is Approved**

- Contact Jill Sutton to make transportation arrangements.
- Within 60 days of your return, submit a) all original receipts; and b) a copy of your conference program or some other verification of your travel.
- Within 30 days of your return, you must submit a written report to the DE Coordinator (Charles Johanningsmeier). Future funding will be dependent on fulfilling this requirement.

# 1. Applicant Information

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Have you received a English DE Travel Grant in the past 3 years?

☐ Yes

☐ No

(This will not affect your application)

If yes, please describe in approximately 250 words how your previous English DE-funded travel activity has enabled you to help enhance DE teaching and/or DE students' learning experiences.

## 2. Travel Activity Information

### A. Check which applies and insert information

- ☐ Conference. Please give name, organization, dates, and location:
- ☐ Workshop. Please give name, date, organization, dates, and location:
- ☐ Symposium. Please give name, date, organization, dates, and location:
- ☐ Archives or Site Research. Please give name of location(s) and dates:
- ☐ Other (insert clear description of this activity)

### B. Briefly describe the purpose of the proposed travel (under 250 words):

### 3. Budget

Conference/Workshop Registration, Fees, etc.	<hr/>
Estimated Travel costs (air or driving) <sup>1</sup>	<hr/>
Lodging (____ nights @ \$____ per night)	<hr/>
Meals <sup>2</sup>	<hr/>
Other Costs directly related to the travel activity (specify)	<hr/>
<b>Total</b>	<hr/>
Less other funding (specify amounts)	<hr/>
<b>Total Request (\$1,500 grant limit/year)</b>	<hr/>

Budget Notes

- 1. For mileage reimbursement (Current rates \$0.535 per mile); following State of Nebraska policy, mileage will be reimbursed based on the shortest route
- 2. Please be reasonable in your request. To learn the maximum allowance for meals, use US GSA domestic/foreign per diem rates (<http://www.gsa.gov>).

## 4. Rationale for DE Funding Support

**(Please limit rationale to 2 double-spaced pages.)**

The grant is contingent on your willingness to disseminate information related to your travel activities to the Dual Enrollment community of teachers and students. This may involve any number of useful forms, possibly including curricular plans or innovations, a list of useful materials/readings, a form of your conference presentation that is readily adaptable to DE classroom use, etc. Please describe how you would like to disseminate information about your travel activity in a form that is useable to the English DE community. Please include specific actions you plan to take after returning.

If you are awarded a travel grant and accept it, you thereby agree to make yourself available as a guest speaker to an area Dual Enrollment class for at least one visit during the year following your grant, with no further reimbursement.

