

University of Houston

Provost Travel Fund Application

2025-2026

Please ensure that all sections and items are fully completed. Applications must be signed by your department chair and college dean. Combine the application, CV, and supporting documentation into a single PDF and email it to fac-rred@uh.edu by the specified deadline. Only complete applications will be reviewed.

Due to limited funding for the Provost's Travel Award, priority will be given to faculty members who did not receive a travel award in the previous academic year.

If you have not received an acceptance confirmation from the venue by the submission deadline, you may still submit your application. Please forward the letter of acceptance as soon as it becomes available.

Note: ONLY complete applications will be reviewed/funded. Please refer to the Provost's Travel Fund Guidelines for more details and Application Checklist.

Information

Last:

First:

Email:

Phone:

Faculty/Librarian Rank:

College:

Department or School:

When was the last time you received the Provost's Faculty Travel Fund Award?

Please select one of the following:

Location of Conference:

Title of Conference:

Sponsoring Organization:

Conference Website URL:

Location (City):

State:

Country:

Dates of Meeting: (MM/DD/YY) from to

Is this a regularly occurring conference (annual, semi-annual, etc.) ?

Is this a meeting of a national or international conference?

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Presentation Details

Title of Presentation:

Type of Presentation:

Paper

Poster

Performance

Other (specify):

Has your abstract, paper, or presentation been peer reviewed and documentation attached?

NOTE: To be eligible, you must provide evidence of a peer-review process indicating that the presentation could have been rejected. If you have not yet received a decision, please include a letter stating that you will submit the decision letter as soon as it becomes available.

Are you the presenter?

NOTE: To be eligible, you must be the individual delivering the presentation. Proof of presenter status, such as a conference program, may be required.

Co-Author(s) (if any) and their affiliations(s):

Application Details

Will your presentation be submitted for publication?

If yes, will it be submitted for publication in:

Conference Proceedings Paper

Peer Reviewed Journal/Publication

Other (Please explain):

What is the anticipated timeline of the submission for publication?

If this is an art exhibition or performance what is the level of recognition?

NOTE: The fund is not intended to replace support for faculty and librarian travel from existing sources (e.g., contracts and grants, and current policies or practices for travel support within colleges or departments).

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If this travel request is funded, please explain how it will directly contribute to the University of Houston's vision of becoming a top 50 public research university.

Travel Cost Estimate

Amount Requested (maximum \$1,200.00):

Please provide a cost estimate of your trip:

Registration Fee

Economical Air fare

Ground Transportation

Lodging

Meals

Other

TOTAL

IMPORTANT: The request for reimbursement, along with all required documentation, must be submitted to the department business office no later than 60 days after the completion of travel.

Required Signatures

Faculty Member/Librarian

Date

Department Chair

Date

College Dean

Date