# UGAC

University Global Affairs Committee

**International Travel** **Grant Program** Application Information

**Purpose**: Funds to be used to support international faculty travel undertaken for the purpose of developing international education at CSUSM.

**Types**: Allocations can take two forms:

Type 1: Funds to support faculty travel undertaken for the sole and specific purpose of developing international linkages and globalizing the curriculum.

Type 2: Funds to **supplement international faculty travel** undertaken for another purpose when the faculty member is willing to devote time to develop international linkages.

## Conditions:

* Type 1 travel must be planned and coordinated by the Office of Global Education. Initiatives may come from individual faculty, programs, or the Office of Global Education.
* Type 2 travel is conducted in conjunction with any international travel, but the faculty member must be prepared to devote a specific amount of time and effort to work on behalf of the Office of Global education and document that contribution.
* The country of destination and the institutional contact must be consistent with the

*globalization strategy* established by UGAC.

***Globalization Strategy***

*In an increasingly interdependent world, the University’s vision must be truly global in scope. The adoption of a strict regional or topical focus unnecessarily limits the global education mission of the University. At the same time, responsible use of limited resources and rational planning dictate that priorities would be established for global initiatives. Consequently, while all global initiatives will be encouraged, it is anticipated that regional and topical focuses will characterize global programs.*

*While the University Global Affairs Committee will not impose any strict limits, the general globalization strategy will be to focus on the region known as the Pacific Rim in the early stages of development. Topical focuses (e.g., border studies, environmental studies) will seek to utilize the expertise of personnel on campus and integrate them in global efforts.*

*Globalization of the student experience will have the highest priority. The University Global Affairs Committee will encourage the development of a full range of opportunities for students, including study abroad programs, visiting faculty and lecturers from other nations, global cultural events, increasing the number to international students on campus, and distance learning.*

## Limitations:

* Under normal circumstances, the amount allocated to any one individual for

**Type 1** travel should not exceed $500 with a maximum of $750 verified by receipts.

* The amount allocated for **Type 2** travel in any fiscal year should normally not exceed $100 with a maximum of $250 verified by receipts.

**Type 1 Grants**

* Applications can be submitted any time for travel up to one year prior to departure. The UGAC will review applications when they are received and make awards as long as funds are available. Applications must be submitted far enough in advance of anticipated departure to allow the UGAC review and approve funding. Applications submitted too close to departure time to permit full review or after the travel is completed will not be accepted. The UGAC may commit funds for travel in the next fiscal year. Faculty planning travel between July 1 - November 15 are encouraged to submit applications as early as possible in the prior academic year.
* Applications must include an estimate of expenses associated specifically with the grant activity. Do not prorate general expenses, such as airline tickets.
* A letter of support from either your Dean or Program Director specifying how the activity furthers the goals of your unit must accompany each application.
* Prior to departure, recipients must schedule a meeting with the Director of Global education to discuss their planned activities and familiarize themselves with university regulations and goals.
* Each recipient must submit a written “Report of Activities” to UGAC within four weeks of their return to campus. The report should detail the activities undertaken, assess the possibilities for international linkages, and outline a plan for future activities, if appropriate.
* Recipients should submit a completed travel claim form and supporting receipts to the Office of Global education with their written report. Travel claims will not be authorized until the report is received.
* The Office of Global Education will schedule a time for each recipient to meet with the UGAC to present the results of their activities. Campus forums may also be scheduled when appropriate.
* The maximum amount of each is $750 with most awards averaging between $250 and $500 per award.

## Procedures: Type 2 (Supplemental Faculty Travel Grants)

* Proposal for Type 1 grants may be submitted at any time to the Office of Global education, preferably at least one year in advance of departure. The Director of Global education may initiate proposals.
* The Director of Global education will present all proposals for Type 1 grants to the UGAC, specifying the purpose of the travel, participants, goals, and expenses.

All UGAC decisions will be in the form of recommendations to the President, who must authorize all expenditures for international travel.

# UGAC

University Global Affairs Committee

## International Travel Grant Application

**Name: /**

Last First

## Course/Program: Work Phone:

**Travel Dates:**

**Country in which activity will occur:**

|  |  |  |
| --- | --- | --- |
| **Estimated Expenses:** |  | |
|  | **Total** | **International Travel** |
|  |  | **Grant Funds** |
| Per Diem (incl. lodging) |  |  |
| Air Fare |  |  |
| Auto Rental |  |  |
| Mileage ($0.31/mi.) |  |  |
| Miscellaneous |  |  |
| Shuttle/Taxi |  |  |
| Registration |  |  |
| Parking |  |  |
| **Total Estimate:** |  |  |

**Statement of Proposed Activities:** Please attach statement that includes the following: The purpose of the trip; the specific activity for which you are requesting funds; a statement on how this activity could advance campus internationalization; and specifics on institutions or individuals to be contacted.

Signature of Requester:

Date of Request: