

TO APPLY: Email [1] a copy of your most current CAS "Standard Form" Curriculum Vitae and [2] a signed and fully completed CAS Lecturer Travel Grant Application Form to Karen Gardner (krgard11@unm.edu). Application materials must be received by 15 October, 2019, (1 September in 2020) to be considered for the Fall Funding Cycle and by 1 February to be considered for the Spring Funding Cycle.

APPLICANT INFORMATION

Lecturer Travel Grant Application for the FALL SPRING Funding Cycle of _____ (year).

Have you previously been awarded a CAS Lecturer Travel Grant? Yes No

If 'yes': Amount Awarded: _____ Date of the Award: _____

Name

Title/Rank

Home Department/Program

Email Address

Name of Chair/Director

Email Address of Chair/Director

EVENT INFORMATION

Name of Event

Type of Event

Conference Workshop Institute Symposium

Other: _____

Start Date of Event

End Date of Event

Location of Event

Event Website: URL =

Will you be appearing on the event program? Yes No

If 'yes,' briefly describe your role at the event (e.g., paper presenter, discussion leader, chair of a session, etc.). If you are presenting a paper, please provide the title of your paper.

ANTICIPATED TRAVEL EXPENSES

Event Registration Fee Estimated Total Fee

Air Transportation Estimated Total Airfare

Airline _____
 Departure Airport _____
 Arrival Airport _____
 Date of Departure _____
 Date of Return _____

Ground Transportation Estimated Total Costs

The estimated total will auto-sum when you fill in the estimated costs below.

Bus Ticket \$ _____
 Train Ticket \$ _____
 Mileage (at UNM rate) \$ _____
 Taxi/Uber/Lyft \$ _____
 Shuttle \$ _____

Lodging Estimated Total Cost

Name of Hotel/Establishment _____
 Date of Check-In _____
 Date of Check-In _____
 Cost Per Night _____

Meal/Per Diem Expenses* Estimated Total Cost

**When estimating per diem costs, note that, according to 12.3 of UNM's Policy 4030, for "overnight travel, travelers may be paid 75% of the allowable per diem rate for the business destination, on both the day of departure and the day of return."*

Other Expenses Estimated Total Costs

The estimated total will auto-sum when you fill in the estimated costs below.

Description	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

GRAND TOTAL OF ESTIMATED TRAVEL EXPENSES

The grand total will auto-sum when you fill in the estimated total costs above.

ADDITIONAL FUNDING SOURCES (if applicable)

Name of Funding Source	Request Submitted or Pending Submission?	Decision Pending or Decision Final?	Amount Requested	Amount Awarded
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

APPLICANT STATEMENTS

Please explain (in no more than 750 characters) how your participation in the event described above will enhance your teaching practices and your approach to student learning and curriculum development.

Empty response box for applicant statement.

If applicable, please explain (in no more than 750 characters) how your participation in the event described above could further a research project that you are currently pursuing and/or enhance your performance in a currently held service or administrative role at UNM.

Empty response box for research/service statement.

SIGNATURES

By signing below, the Applicant and the Chair/Director acknowledge that the information provided on this application form and on the Applicant's CAS "Standard Form" CV is true and accurate to the best of their knowledge.

Applicant Signature _____ Date _____

Chair/Director Signature _____ Date _____

FOR INTERNAL CAS USE ONLY

Amount Awarded _____ JV# _____ Date of Transfer _____

Transferred From Index _____ To Index _____

Transfer Completed By _____