**CLAS Faculty Travel Grant Guidelines**

CLAS is pleased to announce the availability of travel grants of **up to $500** to our faculty for professional development. We are accepting applications for travel through August 14, 2015.

Applications will be considered in the order in which they are submitted.

**Purpose of travel**: To be funded, your travel must not only help you advance in your career, but also **benefit Latin American Studies at OSU**. If there are more applications than funds, we will award based on the level of contribution to LAS at OSU, and to you professionally.

**Getting your T-number**: If you have funding from another university source, please forward to CLAS as soon as possible the department(s) and contact information of the fiscal/travel staff with whom we will coordinate submission of your travel and payment requests. If ours are the only university funds you will be applying to your travel, CLAS will be happy to submit the Travel Request for you.

**Reimbursable expenses**: airfare/mileage, ground transportation and parking, meals (per diems or receipts), and lodging. We cannot pay for conference registration.

**US Dept. of Education Approval of International Travel**: If you are traveling to an international destination, we must request approval from the US Department of Education **AT LEAST 30 DAYS IN ADVANCE OF DEPARTURE.**

**To apply please send the following:**

1. Completed APPLICATION
2. FLIGHT ITINERARY from the airline or travel agency - OR - departure and destination addresses to calculate roundtrip mileage if traveling by car. Mileage reimbursement cannot exceed airfare.

**Aligning dates**: Your final flight itinerary is REQUIRED to request **international** travel approval from the US Dept. of Education; approval is not required for domestic travel. In all cases, the dates of departure and return must match across all documentation: CLAS application, US Dept. of Education approval request, and OSU travel request. PLEASE NOTIFY CLAS RIGHT AWAR IF YOUR TRAVEL DATES CHANGE.

For more information and to submit an application, e-mail Carol Robison at [robison.26@osu.edu](mailto:robison.26@osu.edu).