

RHE International Travel Fund

Receipt Deadline: open deadline, ordinarily two months before travel

The RHE International Travel Fund has been established to support international travel by faculty members who are making scholarly presentations or serving in a leadership capacity for an international scholarly organization.

All Group I RHE faculty members are eligible for this funding. The only requirements are that the trip be approved through normal regional campus processes, and that the regional campus provides funding within its normal guidelines. Assuming these conditions are met, the faculty member is eligible for up to \$1,500 towards approved expenses. Eligibility is limited to one trip every two years. Trips to Canada will not normally be covered by this fund.

It is anticipated that approximately ten trips per year will be approved, but others will be considered if the need occurs. Although budget constraints may limit the support available, every effort will be made to dispense the funding equitably among the campuses.

To Apply: Send an application (2-page limit) with (1) a description of the activity and projected itemized budget and budget justification and (2) documentation of campus funding to:

*Chris Gabriel
Ohio University
Office for University Outreach and Regional Campuses
Haning Hall 121
Athens, OH 45701*

Where appropriate use the Ohio University Travel Reimbursement Policy 41.121 to determine limits on travel expenses.

REVIEW CRITERIA

Applications will be reviewed by the Executive Dean or his/her designee.

REPORTING REQUIREMENTS

The faculty member **must** submit a brief report, including a statement of activities and accomplishments, within one month of completing the program to the RHE Office [attention: Chris Gabriel]. **No future Regional campus-funded internal awards will be made to the applicant without receipt of the final report within the required period.**

Questions concerning this program should be directed to Michael Millay, Chair, RHE Faculty Development Committee, Phone: 740-533-4554, E-mail: millay@ohio.edu.
