



**Travel Award for Recognition of Faculty Excellence (TARFE)**

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**Applicant Information**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

EMP ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Department: \_\_\_\_\_

College: \_\_\_\_\_

**Travel Information**

Travel Dates: \_\_\_\_\_ Location: \_\_\_\_\_

International  Domestic

Purpose of Travel:

Select travel type below	
<input type="checkbox"/>	Presenting research or creative work
<input type="checkbox"/>	Being recognized for distinguished professional achievement

Organization Hosting the Conference / Institution or Awarding Body:

\_\_\_\_\_

At what level is this organization/institution/awarding body recognized?

Local/State  Regional  National  International

Description of activity or honor received. Briefly describe the activity or honor and include a link to the institutional website. If known, indicate how selective this opportunity is. It is important to stress how receipt of this travel award to support these activities will increase the national or international recognition and prominence of UCF.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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*The following section to be filled in by Department Chair/Division Head/College Dean*

**Assessment of Impact of Activity/Honor**

In order to assist the committee in gauging the importance of the activity proposed or honor bestowed, please answer the following:

To what extent will the visibility of the University of Central Florida be enhanced by the activity proposed or by receipt of the recognition/honor bestowed upon the faculty:

- Will increase on a local level
- Will increase on a national level
- Will increase on an international level

On a scale of 1 to 5, with 5 being the most prestigious, how would you rank the activity proposed or the honor bestowed upon the faculty? 1  2  3  4  5

I agree with the faculty applicant’s description of the activity/honor and the impact that participation in, or receipt of, such an activity or honor will have on UCF.  Yes  No

**Funding**

Travel Costs: \_\_\_\_\_ Cost Center ID: \_\_\_\_\_

Fund ID: \_\_\_\_\_ Program ID: \_\_\_\_\_ Financial Site: \_\_\_\_\_

Division ID: \_\_\_\_\_ Company ID: \_\_\_\_\_

College Finance Business Center Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

***Departmental E&G support is required to qualify***

Chair/Division Head/Dean Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required**

**Email the following in a single pdf to [facultytravelawards@ucf.edu](mailto:facultytravelawards@ucf.edu):**

- Completed application
- Verification of research/creative activity or invitation to receive recognition/honor
- Departmental proof of travel expenses
- Documentation that honor was bestowed (if applicable)
- Please see checklist on page 3.



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**Please fill out the following checklist to ensure you have all required items to submit as part of this application. For full consideration please send the application and supporting documentation (with the exception of the Datamart snapshot which can be sent separately) in a single pdf file.**

- Must be full-time regular faculty member
- Travel **MUST** be for the purpose of:
  - Presenting the faculty's research or creative work; or
  - Being recognized for a distinguished professional achievement in research, teaching or service
- Funding support is required from the department or college. This must come from Educational & General (E&G) money. E&G money is state appropriated funding and does not include any contract and grant funding.
- Application form must be signed by the applicant **AND** Director/Chair/Head of Division/Department/College
- One of the following forms of documentation must accompany the application based on the purpose of travel:
  - A copy of the conference program indicating the schedule and title of the applicant's oral presentation;
  - Pages from the abstract book for the applicant's poster presentation; or,
  - A letter of invitation from the awarding body or organization referencing the recognition being received (plaque, honorary title, expert panelist at an interview etc.)
- Documentation of travel-related expenses paid with E&G funds
  - A copy of the expense report
  - A copy of the UCF Operating Budget vs. Actual Report verifying payments, cost center and fund ID.
- For travel awards to receive a recognition or honor, additionally include verification of the honor being bestowed (documentation such as a picture and/or recording)

Submit application and all supporting documentation into **ONE PDF**, using naming convention of Last Name, First Name, Department