THECB Committee Travel Support Form

Purpose: To assist faculty with travel expenses associated with THECB committee participation.

Description: Academic Affairs will provide faculty serving on THECB committees reimbursement funds up to $500 per trip towards travel expenses associated with THECB meeting attendance. Funds are available on a first-come, first-serve basis. When annual funds are depleted, colleges/departments will be responsible for faculty travel expenses associated with THECB committee meetings.

Faculty Member: _____

Department: _____

Name of THECB Committee: _____

Number of Meetings: _____

Location of Committee Meeting: _____

Dates of Committee Meeting: _____

Anticipated, itemized travel expenses:

Transportation: _____

Accommodations: _____

Meals: _____

Total: _____

_____ _____

Faculty Member Signature Date

_____ _____

Department Head/Chair Signature Date

_____ _____

Vice Provost Signature Date

Forward signed form to Brenda Kihl, Vice Provost of Curricular Innovation and Academic Partnerships at Brenda.Kihl@unt.edu prior to the anticipated trip.

Rev 10.23.19 bk/rdb