

Purpose: Funds to be used to support a CSUSM faculty member for international travel or online international classroom engagement undertaken for the purpose of developing international education at CSUSM.

Types: Allocations can take two forms:
Type 1: Funds to support a CSUSM faculty member travel undertaken for the sole and specific purpose of developing international linkages and globalizing the curriculum.
Type 2: Funds to **supplement international faculty travel** undertaken by a CSUSM faculty member for another purpose when the faculty member is willing to devote time to strengthen current international linkages or development and implement an [ISEP/AHEA](#) or [Collaborative Online International Learning](#) project.

Conditions:

- ◆ Type 1 travel must be planned and coordinated by the Office of Global Programs and Services. Initiatives may come from individual faculty, programs, or the Office of Global Programs and Services.
- ◆ Type 2 travel is usually conducted in conjunction with any international travel, but the faculty member must be prepared to devote a specific amount of time and effort to work on behalf of the Office of Global Programs and Services and document that contribution.
- ◆ The country of destination and the institutional contact must be consistent with the *globalization strategy* established by UGAC.

Globalization Strategy

In an increasingly interdependent world, the University's vision must be truly global in scope. The adoption of a strict regional or topical focus unnecessarily limits the global education mission of the University. At the same time, responsible use of limited resources and rational planning dictate that priorities would be established for global initiatives. Consequently, while all global initiatives will be encouraged, it is anticipated that regional and topical focuses will characterize global programs.

The University Global Affairs Committee will not impose any strict limits on the general globalization strategy but will prioritize the leverage of limited funds for those programs that promote a focus on areas outside of Western Europe. Topical focuses (e.g., border studies, environmental studies and [UN Sustainability Goals](#)) should be considered in review of expected grant requests with the expectation of integrating these in campus global efforts.

Globalization of the student experience will have the highest priority. The University Global Affairs Committee will encourage the development of a full range of opportunities for students, including study abroad programs, visiting faculty and lecturers from other nations, global cultural events, increasing the number to international students on campus, and distance learning. Collaborative Online International Education (COIL) like efforts will be also considered with priority given to strengthening current CSUSM existing partnerships.

Limitations:

- ◆ Under normal circumstances, the amount allocated to any one individual for **Type 1** travel should not exceed \$500 with a maximum of \$750 verified by receipts.
- ◆ The amount allocated for **Type 2** travel in any fiscal year should normally not exceed \$100 with a maximum of \$250 verified by receipts. Type 2 grants may also be utilized for ISEP/AHEA or Collaborative Online International Learning (COIL) initiatives.

Type 1 Grants

- Applications can be submitted any time for travel up to one year prior to departure. The UGAC will review applications when they are received and make awards as long as funds are available. Applications must be submitted far enough in advance of anticipated departure to allow the UGAC review and approve funding. Applications submitted too close to departure time to permit full review or after the travel is completed will not be accepted. The UGAC may commit funds for travel in the next fiscal year. Faculty planning travel between June 1 and January 31 are encouraged to submit applications as early as possible in the prior academic year.
- Applications must include an estimate of expenses associated specifically with the grant activity. Do not prorate general expenses, such as airline tickets.
- A letter of support from either your Dean or Program Director specifying how the activity furthers the goals of your unit must accompany each application.
- Prior to departure, recipients must schedule a meeting with the Associate Dean of Global Programs and Services (ELB Room 588) to discuss their planned activities and familiarize themselves with university regulations and goals.
- Each recipient must submit a written "Report of Activities" to UGAC within four weeks of their return to campus. The report should detail the activities undertaken, assess the possibilities for international linkages, and outline a plan for future activities, if appropriate.
- Recipients should submit a completed travel claim form and supporting receipts to the Office of Global Programs and Services with their written report. Travel claims will not be authorized until the report is received.
- The Office of Global Programs and Services will schedule a time for each recipient to meet with the UGAC to present the results of their activities. Campus forums may also be scheduled when appropriate.
- The maximum amount of each is \$750 with most awards averaging between \$250 and \$500 per award.

Type 2 (Supplemental Faculty Travel Grants)

- Serve to complement faculty travel to conferences, partner visits or online class collaborations.
- These funds may be used to offset 1-2 nights hotel accommodation/1-2 day per diem (meals/taxis/rail) in cities/ locations near pre-arranged travel or to offset course development for ISEP/AHEA or COIL projects
- Faculty must be prepared to meet with staff/peers at current CSUSM exchange

- partner universities or study abroad providers
- Maximum of \$100 towards these costs, up to \$250 with receipts
- Faculty must meet CSUSM Travel Guidelines and should request these funds while submitting other travel requests

Procedures: Type 2 (Supplemental Faculty Travel Grants)

- Proposal for Type 1 grants may be submitted at any time to the Office of Global Programs and Services, preferably at least six months in advance of departure. The Associate Dean of Global Programs and Services may initiate proposals.
- The Associate Dean of Global Programs and Services will present all proposals for Type 2 grants to the UGAC, specifying the purpose of the travel (if requested), participants, goals, and expenses.

All UGAC decisions will be in the form of recommendations to the President, who must authorize all expenditures for international travel.



University Global Affairs Committee

International Travel Grant Application

Name: _____ / _____
Last First

Course/Program: _____ Work Phone: _____

Travel Dates: _____

Country in which activity will occur: _____

Estimated Expenses:

	Total	International Travel Grant Funds
Per Diem (incl. lodging)	_____	_____
Air Fare	_____	_____
Auto Rental	_____	_____
Mileage (\$0.31/mi.)	_____	_____
Miscellaneous	_____	_____
Shuttle/Taxi	_____	_____
Registration	_____	_____
Parking	_____	_____
Total Estimate:	_____	_____

Statement of Proposed Activities: Please attach statement that includes the following:
The purpose of the trip; the specific activity for which you are requesting funds; a
statement on how this activity could advance campus internationalization; and specifics
on institutions or individuals to be contacted.

Signature of Requester:

Date of Request: