



This application and all supporting documents should be scanned as a single PDF file and sent by email to [cseas@hawaii.edu](mailto:cseas@hawaii.edu). Incomplete applications will be returned to the applicant. Unfortunately, no hard copies can be accepted. Thank you for your cooperation!

### FACULTY INFORMATION

Name	
Phone	E-mail Address
Department	Employee Status (I-3, R-4, etc...)
Will you be on sabbatical or LWOP during grant period? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, from where will you travel?

### EVENT INFORMATION

*attach a letter of invitation or info on your role/participation*

Meeting Name or Sponsoring Organization	
Meeting/Research Dates	Meeting/Research City, State, Country
Nature of Your Participation/Purpose of Research	



**PROPOSED ITINERARY**

*list each leg of your US carrier, including return flight information*

Departure Date	Departure City	Arrival Date	Arrival City	Airline

**FUNDING REQUEST BREAKDOWN**

Air
Hotel
Meals and Incidentals (Formerly Per Diem)
Taxis and In-Country Transportation
Registration Fees
Other (Specify)
<b>Total Amount Requested</b>

**FUNDING**

Date of Last CSEAS Travel Award	Other funding sources (requested or received)

**SIGNATURES AND APPROVAL**

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Applicant Signature and Date	Recommendation of Travel Committee



### Required Documents

Please submit the following items noted below along with your application. The application form and all required documents must be submitted electronically to cseas@hawaii by the current deadline, which may be found on the CSEAS Faculty page. Please remember that no paper or hard copy submissions will be accepted.

**Department/Program Approval**

A signed statement from your department chair or program director indicating the importance to your department of this meeting/activity and your participation in it.

**Personal Statement**

Attach a statement in your own words on how your travel will further Southeast Asian studies at UHM and enhance the Center's current NRC programs specifically. Please include a brief abstract of any paper you will present.

**Travel Itinerary**

Please include a copy of your travel itinerary provided by a travel agency or airline that shows the cost of your ticket.

If your airfare is below \$2,500 no price quotes are necessary.

If it is over \$2,500, a signed written quote from the lowest vendor must be provided along with oral quotes from two other vendors.

**Letter of Invitation/Notice of Participation**

Please include a letter of invitation/notice of participation if attending an organized event.

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### Guidelines:

#### **Caveats**

The Center for Southeast Asian Studies has limited funds to support travel to conferences, meetings and organizational activities that further the Center's objectives of advancing the study of Southeast Asia at UHM.

#### **[Note recent changes to past travel practices:**

**-The DOE will only approve travel that complements or enhances the Center's NRC funded projects.**

**-The DOE will no longer accept requests for reimbursements for travel already completed.**

#### **Quotes**

For travel over \$2,500, CSEAS must have a signed written quote from the vendor with the lowest ticket price and two oral quotes from other vendors.

#### **Foreign Travel**

Foreign travel must use an American carrier! If you are **traveling abroad**, you must fly on an American carrier and **CSEAS must obtain approval for your travel from the US Department of Education 30 days before your departure.**

#### **Economy Travel**

Airfare must be economy class using excursion fares and advance-booking when possible. Certain "code-share" tickets are acceptable if the ticketing carrier is of US origin. Not sure? Check with Paul.

#### **Other Funding Sources**

If you have partial funding for travel and want to supplement these funds with a CSEAS grant, you may apply for such extra money.

#### **Travel Award Funds**

Upon notification of award of funds **the standard Travel Request and Travel Completion forms must be processed by your department or program and sent to CSEAS (Moore 416)** for the account number and additional signatures. Questions related to travel may be directed to Helen Lee at 956-6083