

2021/2022

Exchange Partner Visits

International Center travel grants are available for faculty and staff to visit current or potential partners as outlined in the program description. These visits can provide opportunities for faculty and staff to update their knowledge about partner universities, to improve existing programs and to explore potential areas of collaboration. These funds are no be used for conference travel.

Applicant Name:

UF ID :

Email:

Academic Department/Unit:

College:

Date of Planned Visit:

Proposal:

1. Two-page letter of interest explaining:
 - Your involvement with the exchange program to date (and any previous visits)
 - Rational for the site visit
 - Your expectations for what you hope to accomplish
 - Approximate timeframe and schedule for the trip
2. Budget (not to exceed \$3,000) detailing expected travel costs¹.
3. Chair/School/Director Letter of Support

Chair or School Director Approval

Name: _____ Date: _____

Signature: _____

¹ We recommend that you do not use US State Department rates which would significantly inflate the budget. We suggest that 62% of the lodging rate is a reasonable estimate and that per diem rates also be justified accordingly.