

SUPPLEMENTAL TRAVEL SUPPORT FOR GLOBAL RECRUITMENT

Proposal Instructions: Supplemental Travel Support for Global Recruitment

The UNT-International Recruitment Office looks to support UNT Faculty and Administrators traveling abroad who want to assist in recruiting international students. It does this by sharing knowledge about education systems abroad, providing marketing and application materials, facilitating training in prospective student engagement, and making available small, supplemental funds for recruitment travel.

These funds are intended to supplement the primary travel resources provided by one's department or other funding sources in order to enable participation in direct international student recruitment. Please see FAQ's for important information regarding your reimbursement on how your funds will be dispersed to you.

Funding available usually covers reasonable costs for accommodation and/or local transportation, amounting to a maximum of U.S. \$500.00. International travel costs are not covered. You will be notified if your funding request is approved. Normally you will be reimbursed for agreed upon expenses once receipts are submitted to UNT-I Recruitment Office.

If you have any questions, please call or email us at (940) 369-7624, studyatunt@unt.edu.

APPLICANT INFORMATION

_____	_____	_____
Name	Title	Department & College
_____	_____	_____
Email	Phone	Address

PROPOSAL QUESTIONNAIRE (Please complete the questionnaire form included below.)

RECRUITMENT DETAILS (Please complete the recruitment form included below.)

PROJECTED EXPENSES (Please complete the expense form included below.)

ABA TRANSFER INFORMATION (Reimbursement is processed by direct transfer of funds from UNT – International to your department. Please ensure you provide the ABA info below.)

_____	_____	_____
DeptID (Account Number)	Name of DeptID Holder	Contact Person & Email for DeptID

SIGNATURE PAGE (Please provide the required signatures in the following format.)

_____	_____	_____
Applicant Name Printed	Applicant Signature	Date
_____	_____	_____
Chair Name Printed	Chair Signature	Date
_____	_____	_____
Dean Name Printed	Dean Signature	Date

Submit electronically to Pieter Vermeulen at Pieter.Vermeulen@unt.edu.

UNT-International Internal Use Only:

Date Received: _____

Date Reviewed: _____

Amount Approved: _____

PROPOSAL QUESTIONNAIRE FORM

(Please attach another page if needed.)

QUESTION 1: To what destination are you travelling, and what is the main purpose for your travel?

QUESTION 2: What steps will you take to insure that your recruitment activities will be impactful & measurable?

QUESTION 3: How do these recruitment activities relate to the international enrollment growth plans of your department?

QUESTION 4: How will UNT-I's funds leverage other resources applied towards your visit?

PROJECTED EXPENSES FORM

(Please ensure that receipts submitted amount to the total amount of funding approved.)

	DATE					
TRANSPORTATION	Type					
	Detail					
	Costs					
ACCOMMODATION	Detail					
	Costs					
MEALS	Type of Meal Requested					
	Costs					
OTHER	Detail					
	Costs					
TOTAL PROJECTED DAILY COSTS						
TOTAL PROJECTED COSTS						