

**CRITERIA FOR THE USE OF THE CHANCELLOR'S CENTURY COUNCIL
INTRASYSTEM FACULTY TRAVEL FUND
Academic Year 2009-2010**

1. **For use within The Texas A&M University System Institutions only.**
2. Linkage to support specific degree program, curriculum development and/or research activity through colloquia, seminars, research meetings, or short-term meetings. Activities related to furthering intrasystem initiatives, as developed in the institution's strategic plan, should be given high priority.
3. Support of students accompanying faculty allowed; must be directly involved in activity.
4. Travel costs reimbursed limited to airfare or mileage reimbursements, and lodging, but not meals, for short-term visits of three days or less.
5. At completion of travel, the funded faculty submits a report to Provost/VPAA, which describes the activity and possible outcomes or new initiatives. It is the responsibility of the Office of the Provost/VPAA to collect these reports throughout the academic year and submit an annual summarized report, to include status of the annual travel allocation, to the Office of the Vice Chancellor for Academic Affairs **by February 1, 2010**.

PLEASE USE THE ATTACHED 'ANNUAL SUMMARY REPORT' FORM IN YOUR SUBMISSION, AND SEND TO: AA-agendaitems@tamu.edu .

6. The Office of the Vice Chancellor for Academic Affairs is responsible for submitting a consolidated year-end report on these intrasystem travel activities to the Chancellor for the Century Council annual meeting.

SUBMIT THIS COMPLETED ANNUAL REPORT FORM (please add/delete rows as necessary) to:
AA-agendaitems@tamu.edu no later than February 1, 2010

ANNUAL SUMMARY REPORT

Use of the Chancellor's Century Council for Intrasystem Faculty Travel Fund
For the Academic Year 2009-2010

INSTITUTION: _____ DATE: _____

FACULTY NAME(S)	DATE/EVENT/LOCATION/ PURPOSE	STUDENT NAME/LEVEL (AS APPLICABLE)	COMMENTS/OBSERVATIONS/ TRAVEL OPPORTUNITY IMPACT (optional)

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