



# Redeem Faculty/Staff Incentive Points

Faculty and staff who have earned more than 1 point will automatically be added to the Office of Learning Abroad website. If you earned a point and have not been added to the website, please email Tayah Nelson ([tayahnelson@suu.edu](mailto:tayahnelson@suu.edu)). Faculty and staff who have earned more than 5 points may redeem those points for SUU-related international travel stipends. All international travel paid for by the Incentive Points Program must be OLA related.

To redeem points, faculty and staff members should complete the form below and submit it to either Kurt Harris ([harrisk@suu.edu](mailto:harrisk@suu.edu)) or Tayah Nelson ([tayahnelson@suu.edu](mailto:tayahnelson@suu.edu)). Approval of proposed travel is not guaranteed. Further information about proposed travel may be requested.

*Point Scale*

0-0.5	1-4	5-9	10-14	15+
N/A	Acknowledged on OLA website	\$500* international OLA travel stipend	\$1,100* international OLA travel stipend	\$1,800* international OLA travel stipend or all-expenses paid 5 day OLA trip

**Name:**

**T-Number:**

**Email:**

**How many points are you redeeming?**

**What would you like to use these points for?**

- Personal participation in a study abroad program.
  - Program name:
- A trip to develop a future study abroad program.
  - Location:
- A short-term study abroad program subsidy.

Other:

Please sign below and submit this completed form to Kurt Harris ([harrisk@suu.edu](mailto:harrisk@suu.edu)) or Tayah Nelson ([tayahnelson@suu.edu](mailto:tayahnelson@suu.edu)). You will receive an email once your request has been reviewed.

Faculty/Staff Signature

Date of Signature:

Director of Learning Abroad Signature

Date of Signature: