Faculty Travel

The Ins and Outs of Traveling with UNT Money
In the Beginning...

How to Request Funds from the History Department
Award Periods

• History Department Travel Grants are broken down into 3 Award periods:
  • Fall (September 1st- December 31st)
    • Deadline for submission: September 1st
  • Spring (January 1st- May 31st)
    • Deadline for submission: January 1st
  • Summer (June 1st- August 31st)
    • Deadline for submission: May 1st
Required Documentation

- The following MUST be included with your application to be considered for funding:
  - History Department Request for Travel Form
  - Faculty Application for Approval of Leave
  - A copy of the conference program, invitation, etc… documenting the need for travel
Types of Travel Grants

Large vs. Small Travel Grants
Large Travel Grant

- Who: Tenure-track, tenured, or full-time lecturers with multi-year appointments
- Only 1 Large Travel Grant per faculty per fiscal year
- Funds Awarded based on table

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<th>Estimated Cost of Trip</th>
<th>Maximum Departmental Funding</th>
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Large Travel Grants- Eligible Scholarly Activities

• Presentations and activities include general session papers, panel paper presentations, concurrent session papers, and keynote/plenary addresses to a sizeable portion of those attending an academic meeting or gathering of a learned society.

• Papers to be presented should be refereed, invited, or the result of some type of program selection review process, appropriate to the presenter’s discipline.

  • Open sessions for presentations or posters, for which there is no formal review in advance of the session, are not eligible for a Large Travel Grant.
Funds may be awarded for persons involved in the following activities:

- Making presentations at international or national meetings
- Making invited or refereed presentations
- Making plenary or keynote sessions (defined as presentations to all conference attendees)
- Serving as president/chief operating officer of a national or international organization
- Serving as conference program/planning chair of a national or international organization
- Serving as a member of the conference program/planning committee for a national or international organization

- Priority given to organizations and meetings that are national and international in scope and significance
Small Travel Grants

*limit 2 per faculty per fiscal year*

- **Category 1** ($500)
  - Presentation of research papers at meeting of professional organizations or symposiums
- **Category 2** ($400-$500)
  - Participants as chairs of sessions or critics/discussants in meetings of professional organizations, conferences, symposiums, and roundtables for scholars of university status
- **Category 3** ($300)
  - Presenting research papers at professional meetings of historical associations not primarily for scholars of university status
- **Category 4** ($200)
  - Other professional or quasi-professional travel
    - Examples: travel to accept an award or honor; guest lecturer to a non-professional audience
Important Notes:

• Please remember- these are general guidelines. For more details regarding eligibility, priorities, and limitations, please refer to the official Travel Policy on the History Department website (https://history.unt.edu/department/travel).

• If you are planning on ANY travel, submit RTF form to Jami Thomas as soon as you know about the trip.
  • ALL travel requests MUST be submitted no less than 2 weeks before trip start date
  • Do NOT purchase anything for the trip before the RTF has been submitted, and Jami informs you that it has been approved.
    • Anything purchased prior to the trip being approved in the UNT System is subject to not be reimbursed.
Traveler Must-Haves

What you need to know before traveling
Things to know/have before you travel

Texas Travel
• If you are traveling within Texas, you will need to provide the hotel with UNT’s [Tax Exemption Form](#).

International Travel
• Before traveling internationally, your trip must be reported to AND approved by Risk Management. You can find the form at: [https://emergency.unt.edu/international-travel-registration-revised](https://emergency.unt.edu/international-travel-registration-revised)
• You will need to provide the approval email with your travel grant applications
Acceptable Receipts

- Hotel Receipt Requirements:
  - The name and address of the commercial lodging establishment,
  - The name of the employee,
  - The single room rate,
  - A daily itemization of the lodging charges; and
  - Proof of payment.
  *
  *(Air BnBs are not preferred, but can be approved with all requirements met)*

- Airfare
- Taxi/Lyft/Uber/Train
- Registration
- Mileage (if applicable)

  *All receipts must be itemized and show proof of payment

  *All receipts must be turned into Jami Thomas no later than 2 weeks after conclusion of trip
Fun with Concur!

Submitting Travel Authorization Requests and Reimbursements via Concur
Approving Concur Reports

When a trip is requested (RTF form), Jami Thomas will enter the trip into the Concur System.

Once the trip is ready to be approved, an email will be sent to the traveler to approve the request in Concur.

This report can be reached at myhr.unt.edu->Employee Resources->Concur.

This will begin the process for approval through the UNT System. You will be contacted once you are approved to purchase airfare, etc… for your trip.

Upon returning from your trip, submit your receipts to Jami Thomas, who will enter them into the Expense Report for reimbursement.

Once the Reimbursement is ready to be approved, email will be sent to the traveler to approve the request via Concur.

Do NOT create any reports in Concur. This could invalidate your reimbursement.
Travel Cycle

1. Decide to Travel
2. Submit Request for Travel Form to Jami
3. Submit Travel Grant Applications as applicable
4. Approve Travel Authorization Request
5. Travel
6. Submit receipts to Jami
7. Submit Expense Report
8. Reimbursement
Travel Links

• **History Travel Forms**

• Contact: Jami Thomas
  
  WH 225A
  
  Jami.McQueen@unt.edu
  
  940-565-2814