

Guidelines for Allocation of Departmental Travel Funds

The Departmental Affairs Committees will evaluate applications for travel funds three times a year, using these three application deadlines: September 1, January 1, and May 1.

When exceptional circumstances mean that a faculty member cannot adhere to these deadlines, they may appeal to the DAC to evaluate their application for travel support separately. Such an appeal should be sent to the Department Chair and should include a justification for missing the deadline and a brief description of why the professional opportunity they are seeking travel support for is important to advancing their scholarly career.

Because travel funds are limited, faculty members are urged to make travel requests as soon as possible. The DAC will allot travel funds in the order in which requests are received. All travel grant requests are subject to the availability of departmental funds.

All requests for travel funds should be accompanied by:

- 1) Faculty Application for Approval of Leave
- 2) History Department Travel Form
- 3) Request for Travel Funds Form
- 4) A copy of the a conference program, invitation, etc. documenting the need to travel

Faculty are eligible to apply for one Large Travel Grant and two Small Travel Grants each year. Assuming that sufficient funds are available, large travel grants will cover a majority of the expenses of one trip. Smaller travel grants range from \$200 to \$500. Criteria for each grant are outlined below. The DAC will consider travel requests for funding that do not fit the criteria outlined below on a case-by-case basis.

Large Travel Grants

Faculty are eligible to apply for one Large Travel Grant each fiscal year. The funds assist faculty with expenses incurred while making presentations at academic meetings and gatherings of learned societies, while engaging in important and discipline-appropriate activities, and while serving in certain organizational roles. These guidelines delineate how, and to whom, funds for Large Travel Grants will be allocated.

I. Assumptions

- a. Only certain faculty (tenure-track, tenured, or full-time lecturers with multi-year appointments) are eligible to apply for travel funds.
- b. Funds shall be awarded, based on the attached table, to faculty who verify their level of involvement and the purpose of the trip, in accord with these guidelines. The DAC may review the final decision about the award and consult with the Department Chair if there is any confusion about the submitted information.
- c. Due to budgetary limitations, no faculty member will be granted more than one Large Travel Grant per fiscal year (September 1st through August 31st).

II. Eligible Scholarly Activities

- a. 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.
- b. 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.

III. Priorities and Limitations

- a. Priority will be given to organizations and meetings that are national and international in scope and significance. (If an association or learned society's national or international scope is not clear from its title, an applicant may include an explanatory note of justification for such status.) When awarding funding, the DAC will fund travel to conferences organized by known scholarly entities rather than for-profit organizations.
- b. While we understand that faculty can be involved in a diverse array of roles in their professional organizations and associations, due to budgetary limitations, the only offices that are eligible for Large Travel Grant support are the following roles in national or international organizations, associations or learned societies:
 1. the president or chief operating officer
 2. chair of the conference program or planning committee
 3. member of the conference program or planning committee
- c. If faculty do not take a trip for which an award has been made, they must inform the Department of History as soon as possible. Having done so, faculty may reapply for a Large Travel Grant for another trip within the fiscal year.
- d. Awards will primarily be allocated based on the overall estimated costs of the trip. Applicants must submit a projected budget itemizing transportation costs, registration fees, lodging, per diem or meal costs, and total expected cost. This will be part of the application process. Any expenses not covered by a University source are the personal responsibility of the faculty member.
- e. Funds (see chart) may be awarded for persons involved in the following activities:
 1. making presentations at international or national meetings
 2. making invited or refereed presentations
 3. making plenary or keynote sessions (defined as presentations to all conference attendees)
 4. serving as president/chief operating officer of a national or international organization
 5. serving as conference program/planning chair of a national or international organization
 6. serving as a member of the conference program/planning committee for a national or international organization

This chart represents maximum award levels for Large Travel Grants.

Large Travel Grant Chart

Estimated Cost of Trip	Maximum Departmental Funding
\$600-699	\$699
700-799	799
800-899	899
900-999	950
1000-1099	1000
1100-1199	1050
1200-1299	1100
1300-1399	1150
1400-1499	1200
1500-1599	1275
1700-1799	1400
1800-1899	1475
1900-1999	1525
2000-2099	1600
2100-2199	1700
2200-2299	1800
2300-2399	1900
2400-2499	2000
2500-2599	2100
2600-2699	2200
2700-2799	2300
2800-2899	2400
2900-2999	2500
3000 & above	2600

Small Travel Grants

Faculty are eligible to apply for two Small Travel Grants each year. The DAC will use the following criteria to guide the allotment of funds.

Category 1 \$500.00

Top priority is assigned to faculty members for presentation of research papers at meetings of professional organizations or symposiums. Priority is also assigned to travel of the Department Chair to one such meeting per year as an official representative of the Department.

Category 2 \$400.00 travel to chair or comment; \$500.00 for travel as high ranking official of national or international organization.

If funds are available after funding the first category, second priority is assigned to faculty who are participants as chairs of sessions or formal critics and discussants in meetings of professional organizations, conferences, symposiums, and roundtables for scholars of university status. Allocations may be approved for travel of high-ranking officials of national and international professional organizations of scholars of university status on an ad hoc basis.

Category 3 \$300.00

If funds are available after making allocations for the first two categories, allocations may be approved for travel of faculty presenting research papers at professional meetings of historical associations not primarily for scholars of university status. Allocation will be made on a dollar basis without restrictions as to use for travel or per diem.

Category 4 \$200.00

This category includes other professional or quasi-professional travel, such as a trip to receive a personal honor or award or to deliver a lecture to a non-professional audience or for an additional meeting for the chair as described in category one. Allocation will be made on a dollar basis without restrictions as to use for travel or per diem.

General Guidelines

Each member of the Department is limited to a total of three grants per year from travel funds. They may apply for one Large Travel Grant and two Small Travel Grants.

Because the Department and University expect regular faculty to excel not only in teaching but also in scholarship and service, and because regular faculty, unlike modified-service faculty, are reviewed on an annual basis in the areas of teaching, scholarship, and service, the DAC will meet the needs of regular faculty with regard to travel before considering travel support for faculty on modified service.

On 5 September 2003 the DAC passed the following resolution: the DAC will not award money for professional travel that is funded from other sources or for which the faculty member will be paid.

Helpful Reminder: Documents Needed to Request Reimbursement after Returning from Travel:

- a. Receipts for airfare
- b. Receipts for hotel stay (broken down by day)
- c. Any taxi/ Uber/ Lyft/ other transportation receipts
- d. Parking/ toll expenses
- e. Receipts for registration expenses

Please note, that instead of saving receipts for meals, you could use per diem rates from the GSA website. (A link is provided on the UNT history department website under “forms.”)

*If possible, please digitize receipts.

Travel polices revised on September 26, 1996; April 7, 1997; September 15, 1997; September 28, 1998; award amounts approved on 5 September 2003; revised by DAC September 20, 2019 ; September 1, 2021