SUPPLEMENTAL PROFESSIONAL TRAVEL FUNDS

DEPARTMENT OF HISTORY, UNIVERSITY OF NORTH TEXAS

The Provost’s Office of the University of North Texas (UNT) provides supplemental professional travel funds to the Department of History, to be provided to faculty who distinguish themselves and UNT through scholarly and professional activities. 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, supplemental professional travel funds 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 supplemental 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 Supplemental 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 supplemental professional travel funds.

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.)
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 supplemental travel fund 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 supplemental travel funds 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
IV. Instructions for Completion of the Application Form

a. Fill out the form completely by clicking in or tabbing to the grey boxes. They will expand to accept your text.

b. To select the boxes relevant to your trip, right click in the box. Then click on Properties. Then click on Checked. Then click on OK.

c. The information on the cost of the trip can be estimates. Provide best estimates of the costs based on the information available.

d. Print the form and obtain the required signatures.

e. Do not attach any other documents to the application form.

f. Complete a Request To Travel (RTT) form and submit it to departmental staff, in advance of the trip, but do not attach the RTT to the Supplemental Travel Form. Prepare any other paperwork (for advances or cards or for your departmental processes) as suggested or required by the staff.

g. After the trip, submit all necessary information and receipts to the appropriate staff person in your department, in order to file for reimbursement. If the cost of the trip is significantly lower than the estimated costs, departmental and other funds will be fully used first. The supplemental award may be reduced so that the department is not over-reimbursed in comparison to the actual expenses.
College of Arts and Sciences - Supplemental Travel Request

Applicant Name

Dept Name

Are you: □ Asst Prof? □ Assoc Prof? □ Full Prof? □ Tenured? □ Tenure-Track?
□ Senior Lecturer? □ Principal Lecturer? (Lecturers must be in a multi-year appointment)

Name of the Organization/Association/Event

Does the nature of the organization/association membership/audience make it primarily (check one):
□ International □ National □ Regional □ Statewide □ North Texas

Dates of Travel/Attendance

Location (city/state/country)

Presentation /Exhibit/Performance Title

Check one: □ I was invited to give the presentation □ I submitted the presentation and it was accepted through a review or referee process

Check one or more of these eight:
□ Plenary/Keynote Speaker
□ Concurrent Session Speaker
□ One of the Speakers on a panel
□ Poster Session
□ Exhibition
□ Performance
□ President/CEO/COO of natl/intl organization/association
□ chair/member of Program or Planning committee for the conference and the organization/association is national or international

Estimated cost of the trip: registration cost       airfare cost       lodging cost
local transportation cost               meal costs not included in the registration fee
grand total of the estimated trip costs

Departmental funds committed (minimum of $100 required) $       deptid#

SIGNATURE OF DEPTID HOLDER ___________________________________ date ______________

Other funds committed by dept or faculty (optional) $       other deptid# or projid#

Note: Supplemental travel funds cannot be transferred into grants or gifts or indirects, but part of your travel expenses can be charged directly to those types of accounts, if available as a source of funds for this trip. List # just above.

SIGNATURE OF OTHER DEPTID/PROJID HOLDER _______________________________ date ______________

___________________________________________________________________________

Applicant’s Signature

Date

___________________________________________________________________________

Department Chair’s Signature

Date
## AWARD TABLE FOR ELIGIBLE APPLICATIONS

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<th>base award</th>
<th>addt'l award if int'l org/assoc</th>
<th>addt'l award if nat'l org/assoc or major venue</th>
<th>addt'l award if invited</th>
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