

Department of English Travel Committee
Guidelines for Request of Departmental Travel Funds

1. The English Department's Travel Committee (TC) provides funding for travel for scholarly purposes. Normally, such funding supplements grants from other University sources, but modest amounts may be available to fund travel for professional purposes not covered by other University funding programs.

2. What the TC can fund:

- Airfare at the least expensive feasible rate for those presenting papers at conferences or engaging in creative performances (see below).
- Necessary travel to and from a conference site (e.g. taxi or shuttle fares) when the conference site is not located in a city with an airport. Necessary travel via rental car to such sites may be funded at the rate of 35 cents per mile.
- Airfare (up to \$650) for faculty traveling on departmental exchanges once every four years.
- Certain other kinds of travel for professional purposes (see below).

3. What the TC cannot fund:

- Per diem expenses for food and lodging.
- Taxi and other ground travel fares to and from a conference site in a city with an airport.
- Hotel bills.
- Conference registration. (FTGs will fund registration; see below)

4. Eligibility for Funding and Limits:

Members of the department eligible for funding include lecturers, tenure-track, and tenured faculty (except holders of professorships). Faculty traveling to exchanges are eligible for grants once every four years. Full-time members of the department may receive up to \$325 for travel within North America or \$650 for travel outside North America. Half-time members may receive up to \$150 for travel inside North America and \$325 for travel outside.

5. Procedures:

- All applicants must file a request for funds with the department's Travel Coordinator.
- All applicants, except for those traveling on faculty exchanges and others clearly not eligible for an FTG, must first apply for a Faculty Travel Grant (FTG), which is processed by the Department's Travel Coordinator. You may then apply to the TC for additional air and ground travel funding beyond the FTG's maximum (\$1,200 per year) or to supplement an FTG grant for the actual cost of the fare.
- You may also apply for travel that an FTG grant will not cover, including travel to a conference at which you will not present a paper, or travel to a library or collection in connection with an on-going scholarly or professional project, but

please provide a clear explanation for why you are requesting the funding, and clear documentation explaining the relevance of the trip to the project.

- All applicants applying for travel for research purposes must first apply for a Special Research Grant (SRG) if they are eligible. Information on SRGs is available on the Web site of the Vice President for Research (<http://www.utexas.edu/research/vp/awards/index.html>).
- Amounts approved by the TC are maximums; actual reimbursement will be based on travel receipts. Since the University calculates travel funds using an official state travel formula, applicants are urged to consult the state's figures for fares between Austin and domestic and international sites (currently available at <http://www.tbpc.state.tx.us/travel/apr06mar07.html>) in calculating the costs. Both the state and the TC, however, urge you to check out discount fares.
- Your Request for Travel Authorization (RTA) must be filed and approved before you begin your trip, since University rules prohibit reimbursement otherwise. To be reimbursed, give your ticket receipts to the Travel Coordinator.
- TC funding is limited. Applicants can normally expect the TC to help fund one trip per year, and the TC cannot guarantee that it will fund your request fully. Requests for additional travel will be held until April, when the TC will determine whether any funds remain.

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