

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

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

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.

Large Travel Grant- Eligibility, continued

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 Megan Bryan 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 Megan 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>
- 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 Megan Bryan 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), Megan Bryan 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.

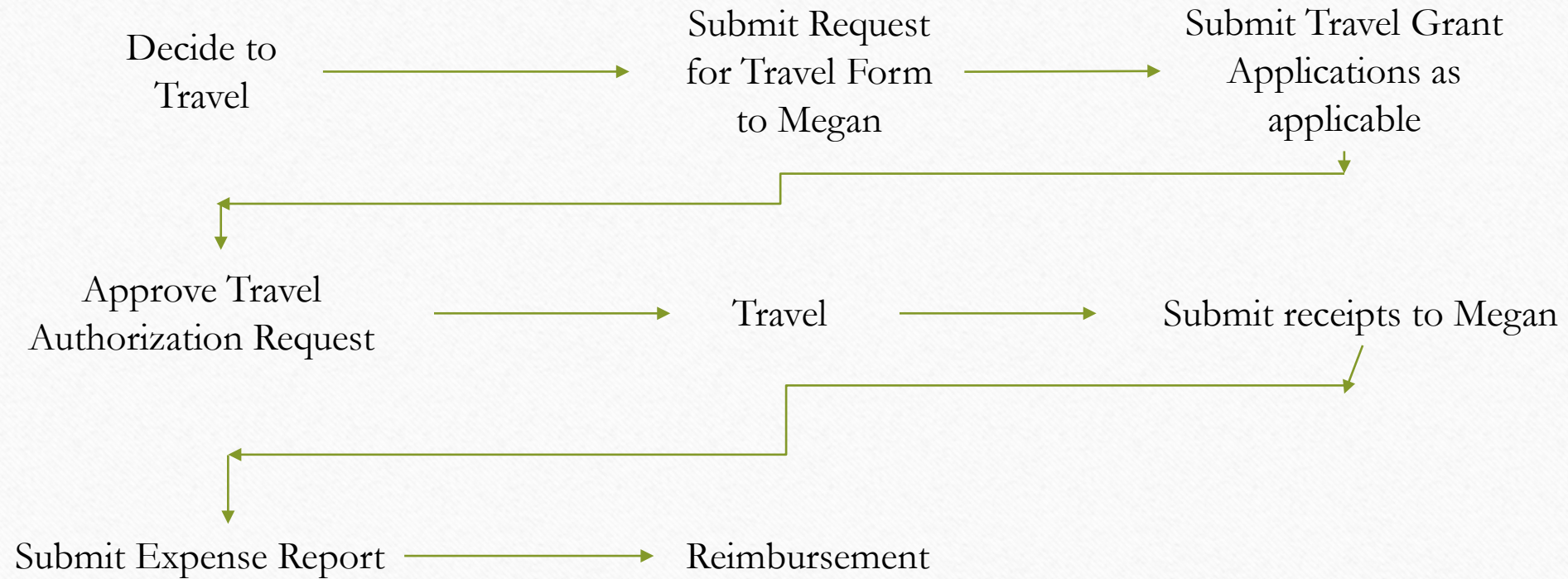
Upon returning from your trip, submit your receipts to Megan Bryan, who will enter them into the Expense Report for reimbursement.

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

The screenshot displays the Concur system interface. At the top, the UNT logo is visible on the left, and a navigation bar on the right shows a '+ New' button and three status indicators: '01 Authorization Requests' (circled in red), '00 Available Expenses', and '00 Open Reports'. Below the navigation bar, there are two tabs: 'TRIP SEARCH' and 'COMPANY NOTES'. The main content area shows a search result for 'Research Museum' with a total amount of '\$630.46'. A 'Not Submitted' status is indicated below the search bar. To the right of the search bar, there are two buttons: 'Copy Report' and 'Submit Report' (circled in red).

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

Travel Cycle



Travel Links

- [History Travel Forms](#)
- Contact: Megan Bryan

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