

Graduate Student Travel

The Ins and Outs of Traveling with UNT Money

In the Beginning...

How to Request Funds from the History Department

Eligibility

- To be eligible to request funding from the History Department, you must:
 - Be in good academic standing
 - Have a degree plan on file with the department AND Toulouse Graduate School
 - Attend 3 or more TGS Professional Development Graduate Workshops *in the academic year you are applying*

Students may apply for Departmental travel support for ONE trip per academic year

Required Documentation

- The following **MUST** be included with your application to be considered for funding:
 - Request for Travel Funds (RTF) form
 - Short statement of recommendation from student's major professor indicating their support (can be 2 or 3 sentences)
 - Curriculum Vitae
 - Short justification for travel (less than 300 words)*

see next slide for more details

Required Documentation continued...

Justification for Travel requirements

Research Travel

- The research that they intend to conduct; i.e. the specific archival facilities and manuscript collections they plan to visit, and/or their specific field sites and locations, and or other relevant details
- How this research travel will contribute towards the completions of their thesis, dissertation, seminar paper, or other research project.

Conference Travel

- Submit a short explanation of how students will participate in the conference, seminar, workshop, or professional meeting. In situations where there is already a program available that lists this information, a copy of the relevant pages is acceptable in lieu of a written explanation.

Award Periods

- History Department Travel Grants are broken down into 3 Award periods:
 - Fall (Travel dates from October 1st- January 31st)
 - Deadline for submission: September 15th
 - Spring (Travel dates from February 1st- May 31st)
 - Deadline for submission: January 15th
 - Summer (Travel dates from June 1st- August 15th)
 - Deadline for submission: May 15th

No funds available for travel from August 15th- September 30th

All applications received
will be submitted the day
after the deadline has
passed

Applying for the History Department Travel Grant

- To apply for a History Travel Grant, go to:
<https://history.unt.edu/forms/application-research-and-conference-travel-grant-graduate-students> for application and instructions for that Award Period.

Show Me the Money!

Additional Funding Opportunities

CLASS Travel Grants

CLASS Travel Grants

General Info

- What is it for: Support for conducting or presenting research
- Up to \$500
- Students may apply for CLASS travel support for ONE trip per academic year

Preference given to students who:

- Have a 3.5 overall GPA (or above)
- Have completed 18 hours or more at UNT
- Are presenting co-authored papers/presentations/posters

Required Documents

- Clearly defined Statement of Purpose, including benefits for the student's progress towards their degree (max 1 page)
- Curriculum Vitae
- Current Unofficial Transcript
- Acceptance letter for paper/poster presentation and abstract (if applicable)
- If applying to conduct research, must include statement from major professor justifying need for funding

Award Periods

- CLASS Travel Grants are broken down into 3 Award periods:
 - Fall (September 1st- December 31st)
 - Spring (January 1st- May 31st)
 - Summer (June 1st- August 31st)
- Deadlines vary, but will be sent out via email at the beginning of each award period.

Applying for a CLASS Travel Grant

- To apply for a CLASS Travel Grant, go to:
<https://class.unt.edu/advising/graduate-student-travel-support-grants> for application and instructions for that Award Period.

Toulouse Travel Grants

General Information

What is it for?

- To support the cost of conference registration to professional meetings that are relative to their degree
- Students who are merely attending a meeting without any active participation are ineligible for travel grant funding
- Must have a \$100-\$500 match already secured from the applicant's department, college, or another appropriate source. These funds are matched on a 1:1 basis. Eligible graduate students may apply for a maximum of \$500 with matching funds (for a maximum total of \$1,000).
- Students may apply for TGS travel support for ONE trip per academic year

Eligibility

- Must be in good academic standing
 - Must be presenting research or creative activity which they have authored or co-authored
 - Must be peer-reviewed and accepted for presentation
 - Must attend 3 TGS Professional Development Graduate Workshops in the current academic year
 - Must complete Responsible Conduct of Research (RCR) training within 3 years of applying for grant
- **Things to Note:**
 - Receipts must be turned into department within 2 weeks of scheduled end of conference
 - ALL TGS requirements must be completed by end of award application period to be considered
 - Unfunded trips will not roll to next award period.

Required Documentation

- Faculty Evaluation for Travel Grant Applicants: Give this to Miranda Leddy. She will obtain the appropriate signatures and return it to the student. This form must be completed with the appropriate signatures, match information, and rating, and attached to the student's application.
- A current copy of the UNT Travel Budget Authorization (TBA) form. This form should be completed by the department authorizing your matching funds and must be attached to your application. *matching funds must have already been awarded*
 - If matching funds are from CLASS Travel Grant, take to Toni Penton in GAB 220 to fill out.
 - If matching funds are from History Department, take to Miranda Leddy in WH 225A.
 - TBA must be signed by the student, a faculty member, and the financial officer or individual who is a financial decision-maker (Toni or Miranda).
- Conference Acceptance paperwork
- Workshop requirement documentation

Award Periods

- Travel grant applications can be submitted at any point throughout the academic year.
- The grants are awarded on a rolling basis with three evaluation periods throughout the semester.
- We notify students of their acceptance or denial 3-4 weeks after the evaluation deadline.

Evaluation Period #1 Fall Awards For travel occurring September-December	Evaluation Period #2 Spring Awards For travel occurring January-April	Evaluation Period #3 Summer Awards For travel occurring May-August
<i>Deadline to apply: November 30 Awards Distributed in December</i>	<i>Deadline to apply: January 31 Awards Distributed in February</i>	<i>Deadline to apply: May 31 Awards Distributed in June</i>

Applying for TGS Travel Grant

- To apply for a TGS Travel Grant, go to: <https://tgs.unt.edu/new-current-students/travel-grants> for instructions and application.

Important Notes:

- Students are responsible for following instructions and submitting all aspects of applications in a timely manner (the History Department Staff and Faculty will **not** directly submit any documentation on student's behalf)
- If student is planning on **ANY** travel, submit RTF form to Miranda Leddy 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 Miranda 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 Miranda Leddy 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), Miranda Leddy 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.

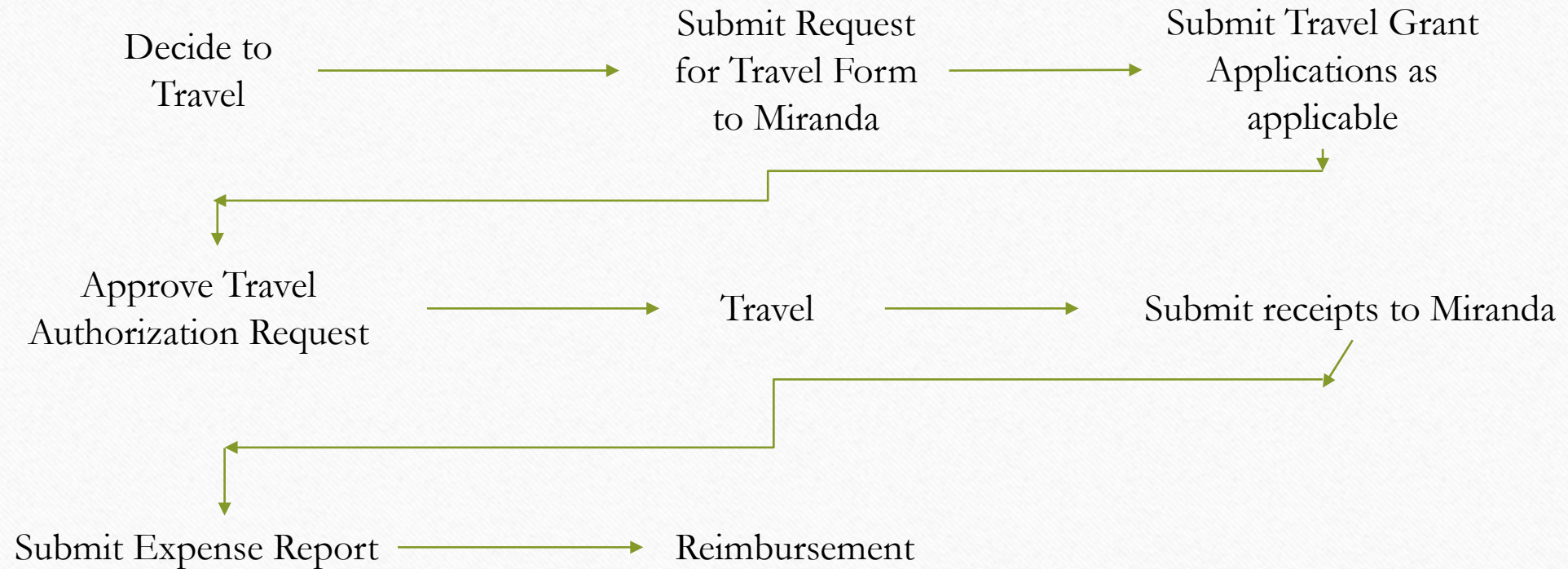
Upon returning from your trip, submit your receipts to Miranda Leddy, who will enter them into the Expense Report for reimbursement.

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

The screenshot shows the Concur system interface. At the top, there is a header with the UNT logo and navigation options: '+ New', '01 Authorization Requests' (circled in red), '00 Available Expenses', and '00 Open Reports'. Below the header, 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'. Below the search bar, there is a 'Not Submitted' status. 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](#)
- [CLASS Travel Grants](#)
- [Toulouse Travel Grants](#)
- Contact: Miranda Leddy

WH 225A

Miranda.Leddy@unt.edu

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