**UNT-English Travel Spending Guidelines for AY24**

**(Academic Year 2023-2024)**

* The department will spend a maximum of **$48,850** on faculty and student travel during AY24.
* There will be five deadlines for submitting requests: **September 22** (only for travel prior to 11/1), **October 13**, **November 3**, **January 19**, **February 16**. *Anyone who misses a deadline will have wait until the next one.*
* The Executive Committee will make decisions about travel funding at its meetings on **September 28**, **October 19**, **November 30**, **January 19, February 27,** and **April 9**. Deadlines for submitting requests are set ahead of these meetings so that committee members can review the requests in advance. Historically, two-thirds of our travel allocations have been made in the fall semester and one-third in the spring semester. Therefore, the committee will allocate a maximum of $16,250 at its meetings in September and October, and another $16,250 on November 30, $8,000 in January, and a final installment of $8,000 in February. If, at one or more of these meetings, the committee allocates less than the amount set aside, that money will roll forward for possible use during subsequent rounds.
* If, at one or more of these meetings, the total requests exceed the amount set aside, the committee will rank the requests in priority order and approve as many as the available funds permit. Any meritorious but unfunded trip will roll forward for reconsideration at the next meeting. In ranking the requests, the committee will consider (and actively investigate, if necessary) the reputation of the conference. Generally speaking, national and international conferences sponsored by major academic organizations will be considered more important than regional meetings or conferences unaffiliated with major academic organizations.
* The committee reserves the right to decide that it will neither fund a request nor reconsider it at a subsequent meeting. This is most likely to happen if the applicant is not reading a paper or presenting creative work at an academic conference. **Requests to attend a meeting without presenting work may be funded if the rationale is very strong, but such approvals will be few and far between.**
* Requests must be submitted using the [Request for Travel Form](https://english.unt.edu/sites/english.unt.edu/files/english/Request%20for%20Travel%20Funds.pdf) (RTF) form. Requests not submitted on an RTF will not be considered. RTFs should be handed in to the department’s Travel Coordinator by the appropriate deadline.
* Once an RTF has been approved by the EC and signed by the chair, the department’s English Travel Coordinator, Lainey Griffith, will enter the necessary information into Concur.
* In order to be reimbursed for travel, faculty and students must file an RTF **BEFORE** leaving town. We will not fund any trips retroactively.

**Additional Guidelines for Tenure-system Faculty:**

* No more than $2,500 will be spent on any individual faculty member during FY24 unless they make an approved trip to a location outside North America. In that case the spending cap will increase to $3,000 total for the year.
* No more than $3,000 will be spent on any single trip to a location outside North America.
* No more than $1,600 will be spent on any single trip to a North American location outside of Texas.
* Travel to archives: The department will provide matching funds of up to $500 for any faculty member who submits a Small Grant or other proposal requesting funds for travel to an archive or other research facility. This will count against the total specified in the first bullet point above.

**Additional Guidelines for Professional Faculty:**

* Professional faculty will receive up to $750 if presenting at a regional conference or other research facility within 300 miles of UNT.
* Professional faculty will receive up to $1000 if presenting at a national or international conference or other research facility more than 300 miles from UNT.
* Priority will be given to conference participation that has a direct bearing on the faculty member’s pedagogical development including but not limited to curriculum and course design, mentoring other professional faculty, and improving teaching effectiveness.
* Professional faculty may seek departmental funding for a maximum of one trip per year.
* Total Travel for Professional faculty is capped at $4,000 (a maximum of $2,500 to be distributed during the fall semester and $1,500 reserved for distribution during the spring).

**Additional Guidelines for Graduate Students:**

* In addition to the [RTF](http://english.unt.edu/node/864), graduate students **in order to qualify for departmental funds *must* submit to the EC their application for travel funding** from the Student Government Association ([Raupe Travel Grant](http://studentaffairs.unt.edu/raupe-travel-grant)), the College of Liberal Arts and Social Sciences (Graduate Student Support Grants, for which contact CLASS Student Services Office Manager at [Toni.penton@unt.edu](mailto:Toni.penton@unt.edu)), or the Toulouse Graduate School ([Faculty Evaluation for Travel Grant Applicants](https://tsgs.unt.edu/new-current-students/travel-grants)). The TGS travel grants require a $100-$500 departmental match authorized by the department chair, and this amount will be applied toward the total departmental award. In cases where supplemental funding is awarded, departmental reimbursement will cover the difference between the supplemental award and the cost of travel expenditures up to the amounts specified below.

* Students will receive up to $250 if presenting at a regional conference or traveling to an archive or other research facility within 300 miles of UNT. This total will be increased to $500 if the student travels in conjunction with a faculty member to the same conference or archive.
* Students will receive up to $500 if presenting at a national conference or traveling to an archive or other research facility more than 300 miles from UNT. This total will be increased to $750 if the student travels in conjunction with a faculty member to the same conference or archive.
* Preference will be given to PhD students. Students may normally seek departmental funding for one trip per year. In exceptional circumstances, a student may apply for additional travel funding.
* Travel for graduate students is capped at $5,000 (a maximum of $3,500 to be distributed during the fall semester and $1,500 reserved for distribution during the spring).

**Additional Guidelines for Undergraduate Students:**

* In addition to the [RTF](http://english.unt.edu/node/864), graduate students **in order to qualify for departmental funds *must* submit to the EC their application for travel funding** from the Student Government Association ([Raupe Travel Grant](http://studentaffairs.unt.edu/raupe-travel-grant)).
* Total departmental travel support for all undergraduates will not exceed $1,000 in AY24 (a maximum of $500 to be distributed during the fall semester and $500 reserved for distribution during the spring). If $500 is not awarded in the fall, the remainder of those funds will roll over to the spring.
* An individual student may receive up to $150 if presenting at a regional conference or traveling to an archive or other research facility within 300 miles of UNT. This total will be increased to $300 if the student travels in conjunction with a faculty member to the same conference or archive.
* An individual student may receive up to $300 if presenting at a national conference or traveling to an archive or other research facility more than 300 miles from UNT. This total will be increased to $500 if the student travels in conjunction with a faculty member to the same conference or archive.