

William and Judith Bollinger International Student Enrichment Fund Criteria for Eligibility and Award Information

The William and Judith Bollinger International Student Enrichment Fund was established to enable international students studying at the LBJ School to pursue educational and cultural interests both at and away from The University of Texas at Austin. The funds are meant to elevate the experiences of international students by expanding their knowledge and inspiring them to share that knowledge with their peers, friends, and families back home.

Criteria

To be considered for funding, requests must show that the award will allow the student to participate in an enriching cultural or educational experience.

Eligibility

All international students currently enrolled in a Master's program at the LBJ School are eligible to apply. The student must be enrolled at the LBJ School full-time during the semester(s) they apply for and use these funds and must be in good academic standing.

Awards

The typical award amount is \$2,500 annually (September 1 through August 31). A limited number of larger awards are also available. A committee meets to review applications on a regular and on-going basis. Awards will be given each year until the budgeted funds are exhausted.

There is a mandatory 14 percent federal tax withheld from fellowship award payments made to nonresident students. Please keep this in mind when preparing your budget. You may be able to get a tax refund if your home country has a tax treaty with the United States. For more information, visit this link: https://austin-utexas.custhelp.com/app/answers/detail/a_id/133/

When to Apply

Applications for Bollinger Funds must be completed, submitted, and approved prior to the trip you are seeking funding for. Applicants who wish to apply for smaller or less expensive activities are encouraged to aggregate them into an overall plan for the entire academic year.

Students should expect notification regarding the committee's decision of the request for funds no earlier than two weeks after the application is submitted. The payment process may take several weeks, so students should keep that in mind when applying.

How to Apply

Complete and print the Bollinger Enrichment Fund Application Form. *You must print the form* – electronic submissions will not be accepted. Attach supporting documentation such as a copy of the airfare from a travel website, a printout of the hotel rate and company/agency name, and all receipts.

Submit the completed and signed application, including supporting documentation, to the front desk in the Office of Student and Alumni Affairs at SRH 3.104. Incomplete applications will be returned for completion and will not be considered until resubmitted.

Fellowship Funding Options

Funding can be done in the following ways:

- A) Students can pay for their expenses out-of-pocket and submit receipts for reimbursement.
- B) Students can request the funds in advance to pay your expenses and then submit proof of payment or receipts.
- C) Hybrid option: Students can arrange for their airline ticket to be purchased through the LBJ School travel agent, and in some cases, other costs can be paid up-front while the student pays for all other expenses out-of-pocket and submits receipts for reimbursement.

All receipts must be submitted within two weeks of the date the expense was incurred, or your application may no longer be considered valid for reimbursement. In special circumstances, you may seek pre-approval from the Committee to provide proof of payment at an agreed upon time. **Failure to provide receipts will result in a non-financial administrative bar being placed on your student record.**

Expenses incurred during the trip that were not included in the approved budget can be considered by the Committee for reimbursement if the student provides receipts and an explanation of the additional costs.

Awards requested in advance of your trip/event may be paid within 30 days prior to the approved trip/event. Coordination of airfare for approved trips may be purchased through the UT travel agent up to 60 days in advance. Exceptions may be made on a case by case basis.

Rules and Regulations for Travel Expenses

The rules and regulations covering travel reimbursement come from several sources. The University of Texas is governed by the State of Texas *Travel Regulations Act*, the *General Appropriations Act*, *Rules and Regulations* of the University of Texas System Board of Regents, and official interpretations of the *Travel Act* as made by the State Comptroller of Public Accounts.

Texas Comptroller of Public Accounts' Travel Reimbursement Rates – Fiscal Year 2017

For in-state and out-of-state meals and lodging, please refer to the GSA's federal Domestic Maximum Per Diem Rates. Search for your destination city at this link: <https://www.gsa.gov/portal/content/104877> This is the maximum daily reimbursement for meals and lodging. You can elect to pay more without expectation of reimbursement.

If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed at the above link, the daily rates are:

- Lodging In-State: up to \$85
- Lodging Out-of-State: up to \$91 (Oct. 1 – Aug. 31, 2017)
- Meals In-State/Out-of-State: up to \$51 (Sept. 1 – Aug. 31, 2017)
- Mileage: Mileage is reimbursable (at the State of Texas rate of 54 cents per mile) when using your own personal vehicle for trips that originate in Austin and require travel to another city. For official point-to-point mileage you may use odometer readings or mileage computed by an online mapping tool. Provide printout of mileage calculation from Mapquest.

Note: If you are traveling outside of the United States, you must adhere to the University of Texas policies for international travel.

Documentation Required for Funding

Receipts are required to support all funds requested, with the exception of out-of-town meals and mileage which are paid as noted under the Rules and Regulations.

Examples of required receipts:

- Airline receipts
- Rental car receipts
- Gasoline receipts
- Bus, taxi, train receipts (for travel between cities)
- Lodging receipts
- Itemized meal receipts (when in-town)
- Registration receipts
- Miscellaneous expenses

How to Receive your Fellowship Award

You must set up a Direct Deposit account to receive your award. This should be done prior to submitting your forms to ensure the transaction is processed properly. See this link for instructions:

https://utdirect.utexas.edu/acct/rec/weft/webEFT_info.WBX

Upon return from the trip/event, submit an updated budget with final incurred expenses and all receipts to the OSAA front desk in SRH 3.104 attached to a copy of your approved application.

“Thank You” Letter Requirement

All LBJ students who are awarded named fellowships are required to write a letter to thank the donors. Therefore, you will be asked to write a letter of thanks to William and Judith Bollinger for their generous financial support.

In this letter, please provide some information about yourself and your policy interests and describe the activity in which you were able to participate because of the award. You must also include photographs from the experience. These can be submitted via email.

“Thank you” letters must be sent to the Director of the Writing Lab at lbjwriting@austin.utexas.edu for review and final approval prior to submission to LBJ Student Affairs within two weeks of your return.

Questions? Contact LBJ Student Affairs at lbjstudentaffairs@austin.utexas.edu