

Fellowship Funding Options /Rules and Regulations for Travel

Fellowship Funding Options

Funding can be disbursed through these different options:

- 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: Some 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 costs.

Awards requested in advance of your trip/event may be paid within 30 days prior to the approved trip/event. Exceptions may be made on a case by case basis.

Rules and Regulations for 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 2017-2018

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 \$93 (Oct. 1 – Aug. 31, 2018)
- Meals In-State/Out-of-State: up to \$51 (Sept. 1 – Aug. 31, 2018)
- 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 or incurring the expense, submit proof of attendance to the event (conference program, email confirmation of interview, etc.) and all receipts to the Fellowship box located in the Office of Student Affairs & Admissions 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 the Fund for their generous financial support.

In this letter, please provide some background information, describe your policy interests and aspirations, and describe the activity in which you were able to participate because of the financial support. We also request submission of photos from your experience if you are a Bollinger Fund recipient, to share with the donor.

“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 Fellowship Office within two weeks of your return.

Questions? Contact the LBJ Fellowships at lbjfellows@austin.utexas.edu or 521-471-9623.