

Barbara Jordan Professional Development (PD) Fund (Est. 1985)

Criteria for Eligibility and Award Information

The purpose of the Professional Development (PD) Fund is to help graduate students at the LBJ School pursue their goal of moving into public service by enhancing their educational and professional development opportunities. This assistance allows students to take advantage of significant opportunities that would otherwise be unavailable, and manifests Professor Jordan's commitment to seeing that no student is denied an opportunity because they do not have the financial resources to pursue it.

Criteria

To be considered for funding, requests must be for such activities as "travel to internships and professional meetings, use of information and telecommunications technologies, preparation for and travel to ... interviews, data for student research projects," and for the "publication of selected professional reports."

Eligibility

All currently enrolled LBJ School Master's and PhD degree-seeking students who are in good academic standing are eligible to apply.

PhD Students seeking funding for travel to present their research at a meeting or conference are only eligible to apply for PD funds if the awards available for this purpose through The Graduate School have been exhausted.

<https://gradschool.utexas.edu/finances/travel-awards/professional-development-awards>

If you're seeking an award for this purpose, please complete the application at the attached link and submit it with this application.

Awards

The fund amount varies from academic year to year (September 1 through August 31). A committee meets to review applications on a regular and on-going basis each year until the budgeted funds are exhausted.

- For Master's students, PD Funds are available typically up to \$250 per student per academic year.
- For PhD students, PD Funds are available typically up to \$600 per student per academic year.

International Students - 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/

How to Apply

Complete the PD Fund Application Form, including the required narrative and budget components. Attach supporting documentation such as a copy of the airfare from a travel website, a printout of the hotel rate and company/agency name, contact information for the interviewer, 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. *You must print the form* – electronic

submissions will not be accepted. Incomplete applications will be returned for completion and will not be considered until resubmitted.

Applications for PD Funds should be completed, submitted, and approved prior to the date you have listed as the start of the professional development event or expense. Applications submitted after the student has incurred the expense(s) will be considered, but there is no guarantee that the Committee will approve the reimbursement.

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

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: 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.***

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 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.

For in-state and out-of-state meals and lodging, please refer to the GSA's federal Domestic Maximum Per Diem Rates (<https://www.gsa.gov/portal/content/104877>) for your destination. 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, use the daily rate of the county. For locations not listed (city or county), 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/webft/webEFT_info.WBX

Expenses are reimbursable only to the amount approved on your application. If receipts are not submitted within two weeks from the date of the incurred expense, your application may no longer be considered valid for reimbursement. Fellowships awarded without receipts that are not supported within two weeks of the expense being incurred may result in a non-financial administrative bar and/or a request for the fellowship monies to be returned.

Upon return from the event or incurring the expense, submit proof of attendance to the event (conference program, email confirmation of interview, etc.) 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 the Barbara Jordan 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 encourage submission of photos from your experience, if you attend an event, 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 Student Affairs within two weeks of your return.

Questions? Contact the LBJ Career Management Office at lbjcareers@austin.utexas.edu