



## **Barbara Jordan Professional Development Fund (Est. 1985)**

### **Criteria for Eligibility and Award Information**

The purpose of the Barbara Jordan 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 activities such as travel to a conference or interview, travel to present original research, headshots, business cards, statistical software for research, and professional memberships.

#### **Eligibility**

- Applicant must be an LBJ School of Public Affairs degree-seeking student that is currently enrolled in at least one course that credits toward their LBJ School degree during the semester of the award.
- Applicant must maintain at least a 3.0 grade point average and cannot be on academic probation.
- Applicants are only eligible to receive funds during two (2) academic years.

#### **Awards**

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

- Each academic year, recipients may receive up to \$250.00 towards qualifying professional development expenses until the available funds are exhausted.

#### **How to Apply**

Complete the LBJ School of Public Affairs - Barbara Jordan Professional Development Application in LASSO. In the application you will need to complete the required narrative and attach the required budget components. Make sure your budget and supporting documentation such as a copy of the airfare from a travel website, a screenshot of the hotel rate and company/agency name, and all receipts or basis for estimates of expenses are combined into one document before uploading to LASSO.

Incomplete applications will be returned for completion and will not be considered until resubmitted. Students should expect notification regarding the committee's decision of their request for funds no earlier than two weeks after the submission of the completed application.

Funding is not guaranteed, and the payment process may take several weeks, so students should keep that in mind when applying.

Whenever possible, 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.



# TEXAS LBJ School

The University of Texas at Austin

Lyndon B. Johnson School of Public Affairs

## Fellowship Funding Options

Funding can be disbursed through these different options:

- Applicant can pay for their expenses out-of-pocket and submit receipts for reimbursement.
- Applicant can request the funds in advance to pay their expenses and then submit proof of payment or receipts.
- Hybrid option: Applicant may request some funding in advance while paying for other estimated expenses out-of-pocket and then submit proof of payment or receipts for reimbursement after the expenses are incurred.

## 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 supporting documentation:

- Airline receipts or estimates
- Lodging receipts or estimates
- Gasoline receipts
- Ground Transportation receipts or fares
- Itemized meal receipts (for in-state travel)
- Registration receipts

## Documentation of Expenses

Expenses are reimbursable only to the amount approved on your application. 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. Fellowships awarded without receipts that are not provided 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.

Submit all final (actual) expense receipts for reconciliation to [lbjfellows@utexas.edu](mailto:lbjfellows@utexas.edu).

## 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 for your destination (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). This is the maximum daily reimbursement for meals and lodging. You can elect to pay more without expectation of reimbursement.

Mileage is reimbursable at the current State of Texas rate (<https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php>) 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 screenshot of mileage calculation from Google Maps, Apple Maps, etc.

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

## Receiving Your Fellowship Award

You must set up a direct deposit account to receive your award. This should be done prior to submitting your application to ensure the transaction is processed properly.

You may sign up for direct deposit online at [https://utdirect.utexas.edu/acct/rec/wefw/webEFT\\_info.WBX](https://utdirect.utexas.edu/acct/rec/wefw/webEFT_info.WBX).



## Tax Implications for Fellowships

All fellowship direct payments for US Citizens are subject to federal income tax, but there is no state income tax in Texas. Since the University of Texas will not withhold federal income tax from fellowship stipends, fellowship recipients that are US Citizens must make estimated tax payments.

Fellowship direct payments for foreign students are subject to 14% being withheld from each payment. Taxes deducted from a foreign recipient could be refunded when a treaty benefit is available between the U.S. and the foreign student's country of tax residence by filing a federal income tax return or when the foreign student has lived in the U.S. long enough to become a resident for U.S. tax purposes. To apply a tax treaty foreign students can complete the GLACIER tax compliance forms with UT Tax Services.

Tax Treaty forms are completed through UT Payroll [Tax Services](#) by completing the GLACIER Tax Compliance software. Texas Global (formally International Office) does not process tax treaty forms. Texas Global International Student and Scholar Services will provide software for students considered nonresident for tax purposes to file their Federal Income Tax Returns and assist with general tax return questions. The Scholarship Desk will assist students and others with tax residency applications. More information can be found [here](#).

## Possible Financial Aid Impact

If you have received financial aid for the semester in which you are requesting support please be aware that the total amount received in your pocket from this, and any other fellowship could be reduced if your total award package exceeds your calculated "Cost of Attendance." **See below section for more details:**

**UT Financial Aid and other resources, such as LBJ Fellowships, may provide financial aid up to your total "Cost of Attendance," but in accordance with Federal rules, cannot provide financial aid exceeding that amount. Because of this, please be advised that a student's total financial aid package exceeds their calculated total "Cost of Attendance", the amount the student will receive WILL be adjusted (meaning if the total award package a student receives exceeds their calculated Cost of Attendance, your award package will be DECREASED, and you will not receive the total amount listed in your award package).**

This calculation is NOT made by the LBJ School but instead by the Office of Financial Aid, according to Federal rules. There are no exceptions to this rule so please be sure to review your "Cost of Attendance" in comparison to your total award package on the UT Austin CASH page. Also, since LBJ Fellowships are considered departmental awards, they will not show up on recipients' [CASH](#) page. Students should be familiar with their Cost of Attendance amount and can go view this information on their [CASH page](#), which is the UT system that enables students to view their current financial aid, requirements, and a history of previous financial aid activity. **Questions about Cost of Attendance and all other Federal Financial Aid issues should be directed to the [University of Texas Financial Aid Office](#). OSAA cannot help students with specific questions about their Financial Aid, OSAA cannot help answer Federal Financial Aid questions.**

If you receive federal aid, any Currently Enrolled/Continuing Student Fellowship will be reviewed by the UT Financial Aid Office and could be on hold for up to ten days. They may retain some or all the payment if they determine that this award exceeds the maximum amount of financial aid you are allowed for the year.

If a student receives a fellowship or funding from another source, his/her financial need will decrease, and the amounts for which he/ she is eligible for in other forms of financial aid (loans) may have to be adjusted.

**IMPORTANT:** Contact the [Office of Scholarships and Financial Aid](#) (512-475-6282) for specific information regarding financial aid and your specific package/Cost of Attendance (LBJ cannot help you with this). For more information about Cost of Attendance, please visit: <https://onestop.utexas.edu/managing-costs/cost-tuition-rates/cost-of-attendance/>.