

**Policy on Use of English Department Funds for Travel**  
***Approved 3/14/2024 by English Department Committee***

All English Department Faculty, Academic Staff, and graduate students are eligible to submit requests to the department for travel funding to present at a conference. Requests from undergraduate students may be considered if sponsored by a member of the faculty. Presenting refers to those presenting scholarly papers or creative work, and does not include persons who simply chair a panel or session without presenting their own work. Funding is limited to one such trip annually for each department member.

To be considered for departmental travel funding, those requesting money for the present fiscal year (June 30 – June 30) must share a brief summary of their plans with the Chair no later than the Monday following the first week of classes. Funding is contingent on acceptance to present. If the submitted proposal is not ultimately accepted, funding allocated is non-binding and, if the department is promptly informed so money can be re-allocated, does not impact future consideration for travel funding. Funding will be reduced if actual expenses eligible for reimbursement are less than the amount awarded. Graduate students are eligible to submit a funding request to the Chair at this stage, but if approved must apply to the Graduate School's Student Travel Awards and use that money for their expenses before departmental funding.

Submission by the September deadline is required for priority consideration for funding. Requesters will subsequently be notified of funding decisions by email. The approved amount is contingent on budget allocations for the fiscal year, with priority granted in the following order: (1) submission of request by the September deadline, (2) consideration of departmental travel funding received in previous fiscal years, (3) equitable distribution of available funding across faculty & academic staff requests, with projected travel expenses considered accordingly, (4) equitable distribution of remaining available funding across graduate students requests, and (5) distribution of remaining available funding to requests received after the priority deadline on a first-come, first-served basis.

Per university policy, funding is processed after returning from travel as a reimbursement for the expenses listed on the TMEA. This is done by submitting an expense report on the UW-System's e-reimbursement portal. Reimbursement is contingent on following established procedures for use of state funds. These include submission and approval of the TMEA form outlining expenses before travel occurs, purchasing accommodations on Concur in accordance with state policies, and submitting a request for e-reimbursement no more than 90 days after returning from a conference.