Division of Arts and Humanities

Travel Spending Guidelines

for Academic Year 2026-2027

If you wish to apply for travel support, submit your RTF before the following **deadlines**, which occur roughly one week before the Faculty Travel & Professional Development Committee (FTPDC) meets to approve travel:

Deadlines:

- **Oct 16, 2026 (Fall semester deadline)**
- **Feb 4, 2027 (Spring semester deadline)**
- **April 23, 2027 (Summer deadline)**

**If you miss a deadline due to extenuating circumstances, please reach out to your School Director who may request an extension.*

Each faculty member requesting travel funds are required to fill out a **Request for Travel Funds (RTF)** form and the **VPAA-150**.

All overnight travel through our University, no matter the source of funding, *MUST* follow the Travel Process laid out on Pages 2-3. If the trip does not need FTPDC approval, then you will skip step 3 only in the Travel Process.

If you have your own source of funding and are not requesting support from the Division, please fill out a **Travel Notification Form (TNF)**.

TRAVEL PROCESS (PLEASE READ CAREFULLY)

1 Please review UNT's Travel Policy document, linked below.

UNT's Travel Guidelines - this includes all policies and procedures regarding travel on university-related business.

2 Submit the Request for Travel Funds (RTF) form

Faculty are required to fill out the Request for Travel Funds (RTF) form. Submission of this form will notify the Travel Coordinators of the request and will be distributed to the Committee to be considered at their next meeting.

If you have funding from another source besides the Division (grant indirects, fellowships, etc.) please contact the Travel Coordinator in your school for specific instructions.

3 Wait for FTPDC Approval

Following the Committee meeting, the Travel Coordinator from your School will reach out to you via email and notify you of your approved funding.
Note that you may not be approved for travel funds or for the full amount you requested.

3a *INTERNATIONAL TRAVELERS!*

Before they travel, international travelers are required to register their trip **three weeks in advance** of the first day of travel and are responsible for complying with UNT's Export Control Policy. For more information about registering, click here.

4 Complete the VPAA-150 Form

The VPAA-150 is the Faculty Application for Approval of Leave form. It is required for any travel on university-related business, even during the summer. This form notifies the School Director of your upcoming travel and how your assigned work in fall/spring will be covered. After your trip is approved by the FTPDC, submit this form to Brent Hall for approval from the Dean.

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5 Review Preapproval Form (Travel Request) in Coupa

As your travel dates approach, your Travel Coordinator will file your expected expenses (which you provided in your RTF) in a Coupa Preapproval form (also known as a Travel Request).

Your Travel Coordinator might reach out and ask you to review the Preapproval form in **Coupa**, prior to leaving for your trip. They will submit it on your behalf.

Now, you are all set to travel!

6 Turn in all travel receipts for reimbursement

After returning from your trip, turn in all receipts to your Travel Coordinator. Your receipts will be compiled into an expense report for reimbursement.

Your Travel Coordinator might reach out and ask you to review the Expense Report in **Coupa**. If everything looks good, they will submit it on your behalf.

IMPORTANT NOTE ON RECEIPTS: Please ensure you are submitting your receipts within 60 days of the last day of travel. You may not be reimbursed prior to your trip end date. This is a strict UNT policy. If you submit a receipt 60 days after you return, it will become taxable income.

Note that if you do not have a receipt for something, you cannot be reimbursed for that expense.

Please allow 1-2 weeks for your reimbursement to hit your bank account after the report is submitted.

GUIDELINES FOR FULL-TIME FACULTY

- Travel funding is open to all full-time faculty in our Division. Faculty may submit as many requests in the current academic year as they need, so long as they meet the following requirements:
  - Travel must be related to legitimate university business and have a clear connection to the faculty member's academic, professional, research, or service responsibilities.
  - Requests should explain how the trip will impact the faculty member's career or professional development, their discipline/ profession, or UNT's reputation and visibility.

FUNDING PRIORITIES

- The Faculty Travel & Professional Development Committee (FTPDC) will evaluate requests based on their academic and professional significance, alignment with university responsibilities, and the availability of divisional funding.
- In allocating funds, the committee will give particular consideration to:

1. Travel by tenure-track faculty who have not yet received tenure, particularly for conference participation, research, and professional development.
2. Travel by associate professors engaged in research, scholarship, or creative activities supporting advancement toward promotion.
3. Travel related to significant external grant-seeking activities, including research and teaching initiatives.
4. Travel with significant professional or institutional impact, including conference presentations, invited lectures, scholarly and creative activities, professional leadership, research collaborations, and activities that enhance UNT's visibility or reputation.

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GUIDELINES FOR FULL-TIME FACULTY *(CONT.)*

- These priorities are intended to guide the committee's decisions rather than establish absolute eligibility restrictions. All full-time faculty, including professional faculty and full professors, remain eligible to request funding.

- Requests will be evaluated individually, taking into account the proposed activity, demonstrated need, available funding, and opportunities for support from other university or external sources. **Funding is not guaranteed**, and the **committee may approve less than the requested amount.**

GRADUATE STUDENT TRAVEL

- Graduate student travel funding is administered separately by the individual Schools within the Arts and Humanities Division. Graduate students seeking travel support should contact their School's administrtive office for information about available funding, eligibility, application procedures, and deadlines.

- Graduate students may also be eiligible for travel assistance through **CLASS** and the **Toulouse Graduate School**, subject to those programs' requirements.

TRAVEL FAQs:

Who is my Travel Coordinator?

- If you are in the School of Literary and Language Studies (SLLS), your Travel Coordinator is **Lainey Griffith**.

- If you are in the School of Creative Writing and Performing Arts (SCWPA), your Travel Coordinator is **Annalise Boydston**.

- If you are in the School of Philosophical and Historical Inquiry (SOPHI), your Travel Coordinator is **Miranda Leddy**.

TRAVEL FAQs *(CONT)*:

Is there a limit to the number of times I can request travel funds from the Division of Arts and Humanities?

- No! Travel funding is open to all faculty in our Division, regardless of rank. There is **no cap** on the amount you can receive per trip or per year. As long as there are available funds, your requests have legitimacy with university business, and the trip shows clear impact on your career, profession, or the university's reputation, you can request funding for multiple trips.

What if my travel is not being funded by the Division? Does my trip need to follow the Travel Process?

- YES! All travel within our University, no matter the source of funding, **MUST** follow the Travel Process laid out on **Pages 2-3**. If you do not need FTPDC approval, you will fill out the **Travel Notification Form (TNF)** and you will skip step 3 only in the Travel Process.

- If, however, you have travel supported by an outside entity, and that party is paying for the trip, then you do NOT need to follow UNT's Travel Process. You are still responsible for your course delivery.

What is Coupa? How do I log in?

- Coupa is the system we use to process travel and reimbursements. All UNT employees have their own accounts. Your Travel Coordinator will have access to work within your account to process your Requests and Expense reports. The easiest way to log in is through the UNT Portal linked **here**.

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TRAVEL FAQs *(CONT)*:

If my trip has already been approved, then what is the Request in Coupa for?

- **UNT's Travel Guidelines** state that a Coupa Request is required for "approval to travel, budget authority to use UNT System funds for travel related expenses, and timely reimbursement. Coupa Request is not required for non-travel expenses or travel without an overnight stay."

- If your Coupa Request is not submitted and fully approved before you travel, you will not have access to funds to pay for your travel. This will delay the reimbursement process when you return and put you at risk of not completing the process within the 60-day period for reimbursements.

If I have my receipts ready before my Travel Coordinator reaches out and asks me for them, should I start creating my expense report?

- No. Faculty and students ***must*** wait for the Travel Coordinators to initiate the expense report for reimbursement. If you have your receipts ready before they reach out to you, feel free to attach them to an email and send them to your respective Travel Coordinator.

FOR QUESTIONS ABOUT SUBMISSIONS, FTPDC MEETING DATES, OR OTHER TRAVEL INFORMATION, PLEASE CONTACT:

Lainey Griffith - lainey.griffith@unt.edu - Travel Coordinator for the School of Literary and Language Studies (SLLS)

Annalise Boydston - annalise.boydston@unt.edu - Travel Coordinator for the School of Creative Writing and Performing Arts (SCWPA)

Miranda Leddy - miranda.leddy@unt.edu - Travel Coordinator for the School of Philosophical and Historical Inquiry (SOPHI)