ANNOUNCEMENT

- All travel and reimbursements are now moved from Concur to **Coupa**.

- The process for travel will remain the same; everything will just be moved over to this new website.

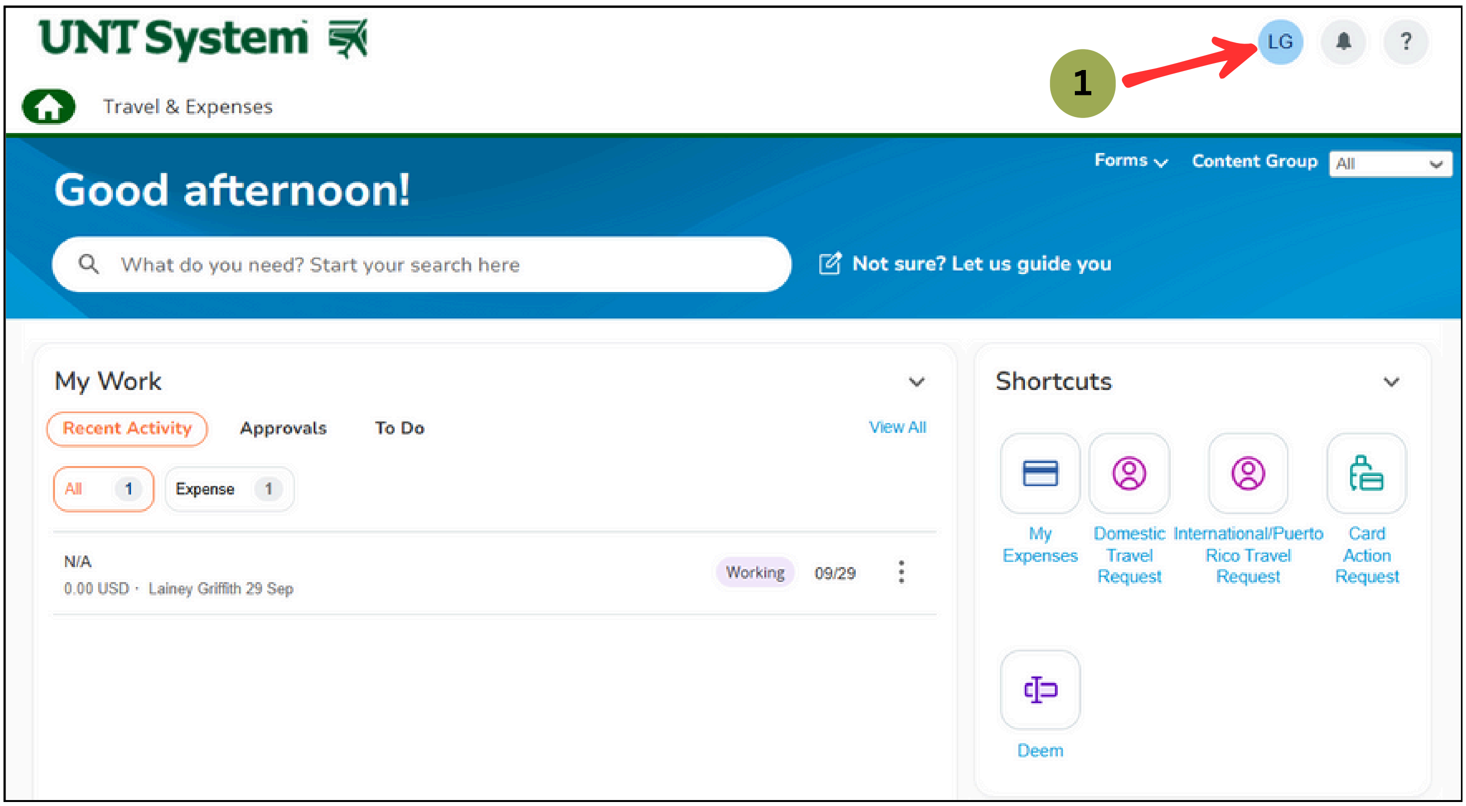
- In order for the Travel Coordinator to start to work within your account, you need to access it first. Click **here** to request your Coupa license. This is to ensure your account is set up for expenses/reimbursements.

- After you receive your license, please log into **Coupa**.

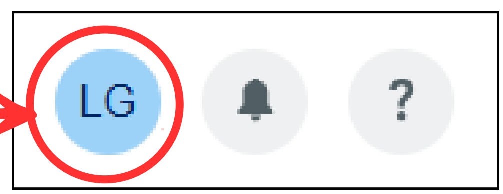
- See the next few pages for a step-by-step guide on how to add Lainey as your delegate. This is how she will be able to work within your account to process your travel and reimbursements.

How to add your Travel Coordinator as your Delegate

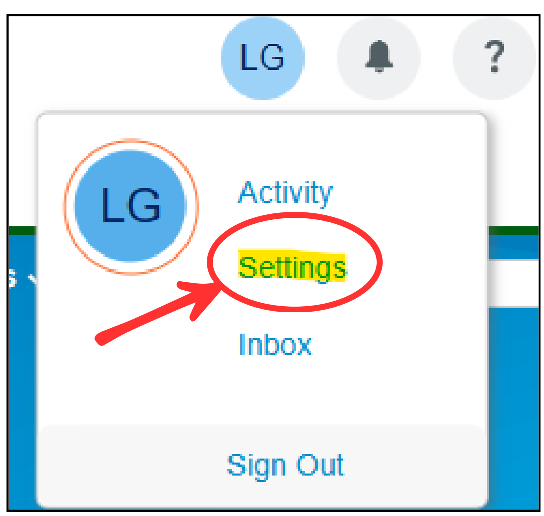
After you are logged into your **Coupa** account, your homepage should look something like this:



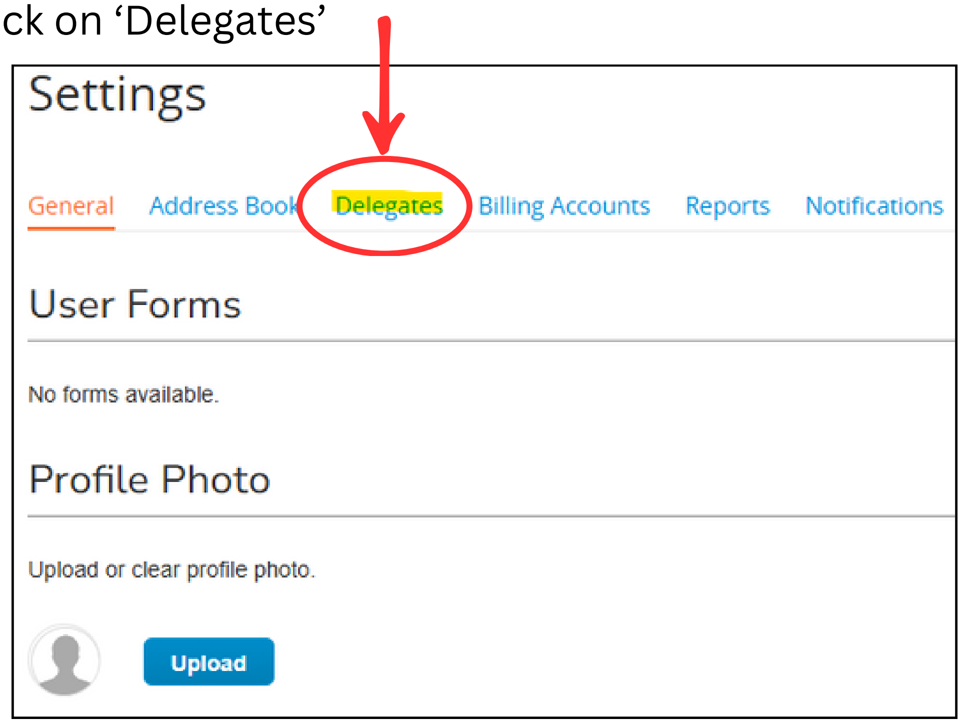
1 From here, click on your initials in the top right corner



2 Then, click 'Settings'

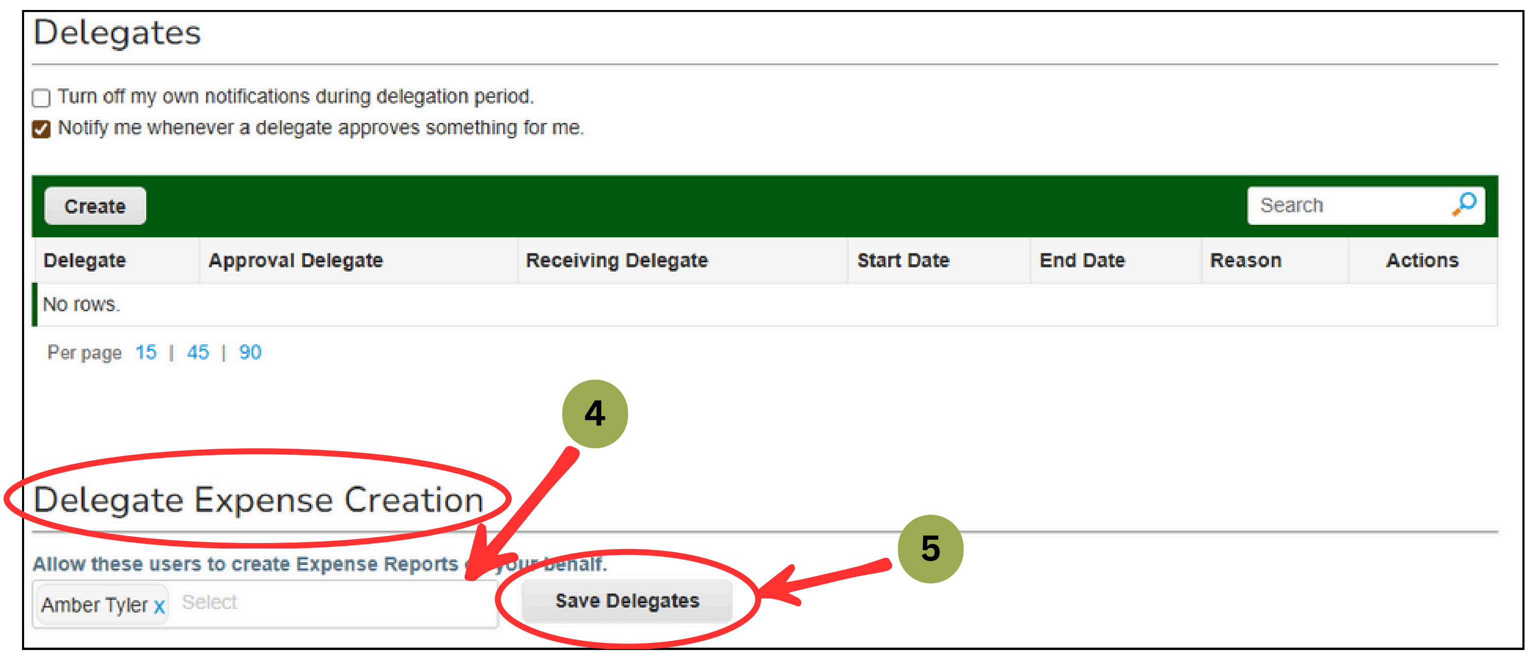


3 Next, click on ‘Delegates’



4 At the bottom of this screen, where it says ‘Delegate Expense Creation,’ type in your Travel Coordinator’s name. Their name should pop up as you type. Click on their name when you see it.

-***Lainey Griffith*** *for full-time faculty*



5 Then click the grey ‘Save Delegates’ button and you’re done!

UNT English

Travel Spending Guidelines

for Academic Year 2025-2026

BUDGET: Maximum of **$48,816** to be spent on both faculty and student travel

▶ If you wish to apply for travel support, submit your RTF before the following **deadlines**:

- Sept 15, 2025
- Oct 6, 2025
- Oct 27, 2025
- Nov 10, 2025
- Nov 24, 2025
- *Spring 2026 dates are TBD*

EXECUTIVE COMMITTEE MEETING DATES:

- Sept 22, 2025
- Oct 13, 2025
- Nov 3, 2025
- Nov 17, 2025
- Dec 1, 2025
- *Spring 2026 dates are TBD*

▶ Fill out the following forms: **Request for Travel Funds (RTF)**, and **VPAA-150**. You can also find these in the Resources tab on the English website, under "Forms."

▶ **Faculty & undergrad students**: submit your forms to Lainey Griffith

▶ **Grad students:** submit to Amber Tyler

Anyone who misses a deadline will have to wait until the next EC meeting for approval.

▶ **All overnight travel through our University, no matter the source of funding** (EC approved or other departmental travel, etc.) ***MUST* follow the Travel Process laid out on Pages 2-3**. If the trip does not need EC approval, then you will skip step 3 in the Travel Process.

TRAVEL PROCESS (PLEASE READ CAREFULLY):

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

1) **UNT's Travel Guidelines** - this includes all policies and procedures regarding travel on university-related business.
2) **CLASS Faculty Travel Guide** - this is a walk-through guide on important procedures regarding travel as a full-time faculty member.

2 Submit RTF to Travel Coordinator

Faculty and **undergraduate students**, please submit your **Request for Travel Funds (RTF)** form to **Lainey Griffith**. **Graduate students**, please submit your form to **Amber Tyler**.

If your trip **does not need EC approval** (this is rare), please submit your RTF:

- **Domestic:** ***At least one week in advance*** of the first date of travel
- **International:** ***At least four weeks in advance*** of the first date of travel

3 Wait for EC Approval

Following the meeting of the EC, Lainey or Amber 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 Chair of your upcoming travel and how your assigned work in fall/spring will be covered. After your trip is approved by the EC, submit this form to **Pamela Flores** for approval from the Dean.

CONTINUES TO NEXT PAGE...

5 Submit 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 Request. If you are a full-time faculty member, Lainey will reach out and ask you to submit this Travel Request in Coupa, *prior* to leaving for your trip. This requires you to log in to **Coupa** and press the blue 'Submit for Approval' button!

****Failure to submit the request for NATIONAL TRAVEL prior to the first day the trip is against UNT's Travel Guidelines and will require you, the traveler, to take the Travel Training in UNT Bridge and provide explanation for why the guidelines haven't been followed.***
****Failure to submit the request for INTERNATIONAL TRAVEL prior to the first day the trip will disqualify you for all reimbursement for that trip.***
****Students do not need to submit, only faculty.***

6 Turn in all travel receipts for reimbursement

After returning from your trip, turn in any and all receipts to your Travel Coordinator. Your receipts will be compiled into an expense report for reimbursement. If you are a full-time faculty member, Lainey will reach out and ask you to submit the expense report in Coupa when she is finished. This requires you to log in to **Coupa** and press the blue 'Submit for Approval' button, again!

****Students do not need to submit, only faculty.***
****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 you submit the report.***
****Faculty must submit their expense reports within 30 days for timely reimbursement.***

GUIDELINES FOR TENURE-SYSTEM FACULTY

- No more than $2,500 will be spent on any individual faculty member during FY25 unless they make an approved trip to a location outside North America. In that case the spending cap will increase to $3,300 total for the year.
- No more than $3,300 will be spent on any single trip to a location outside North America.
- No more than $2,000 will be spent on any single trip to a North American location outside of Texas.

GUIDELINES FOR PROFESSIONAL FACULTY

- No more than $1,500 will be spent on any individual faculty member.
- Consideration will be given to conference participation that has a direct bearing on the faculty member’s pedagogical development including but not limited to curriculum and course design, mentoring other professional faculty, and improving teaching effectiveness.
- Professional faculty may seek departmental funding for a maximum of one trip per year.
- Total travel for professional faculty is **capped at $7,500** (a maximum of $4,000 to be distributed during the fall semester and $3,000 reserved for distribution during the spring).

GUIDELINES FOR GRADUATE STUDENTS

- **Grad students must apply for support** from the College of Liberal Arts and Social Sciences (**CLASS Travel Grant**), and the Toulouse Graduate School (**Faculty Evaluation for Travel Grant Applicants**). The TGS travel grants require a $100-$500 departmental match authorized by the department chair, and this amount will be applied toward the total departmental award. In cases where supplemental funding is awarded, departmental reimbursement will cover the difference between the supplemental award and the cost of travel expenditures up to the amounts specified below.

- Students may receive up to $350 if presenting at a **regional** conference or traveling to an archive or other research facility within 300 miles of UNT. This total will be increased to $500 if the student travels in conjunction with a faculty member to the same conference or archive.

- Students will receive up to $600 if presenting at a **national** conference or traveling to an archive or other research facility more than 300 miles from UNT. This total will be increased to $750 if the student travels in conjunction with a faculty member to the same conference or archive.

- Preference will be given to **PhD students**. Students may normally seek departmental funding for one trip per year. In exceptional circumstances, a student may apply for additional travel funding.

- Travel for graduate students is **capped at $5,000** (a maximum of $3,500 to be distributed during the fall semester and $1,500 reserved for distribution during the spring).

GUIDELINES FOR UNDERGRADUATE STUDENTS

- **Undergrad students must apply for travel support** from the College of Liberal Arts and Social Sciences (**Raupe Travel Grant**), in addition to their RTF.

- Total departmental travel support for all undergraduates will **not exceed $1,000** (a maximum of $500 to be distributed during the fall semester and $500 reserved for distribution during the spring). If $500 is not awarded in the fall, the remainder of those funds will roll over to the spring.

- Students may receive up to $250 if presenting at a **regional** conference or traveling to an archive or other research facility within 300 miles of UNT. This total will be increased to $300 if the student travels in conjunction with a faculty member to the same conference or archive.

- Students may receive up to $400 if presenting at a **national** conference or traveling to an archive or other research facility more than 300 miles from UNT. This total will be increased to $500 if the student travels in conjunction with a faculty member to the same conference or archive.

TRAVEL FAQs:

Who do I give my RTF to?

- If you are a full-time faculty member or undergraduate student, email your RTF to **Lainey Griffith**.

- If you are a graduate student, email your RTF to **Amber Tyler**.

TRAVEL FAQs (CONT):

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. Lainey or Amber 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**.

What if my travel does not need to be EC approved? 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 EC approval, you will skip step 3 only.

- 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.

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 30-day period for reimbursements.

TRAVEL FAQs (CONT):

Why do I have to submit the Coupa Request or Expense Report if the Travel Coordinators have access to my account?

- Lainey is only a delegate for your Coupa account, meaning she has access to work within (add expenses, move them around, delete expenses, etc.) but does not have the power to submit on your behalf. This is the traveler's responsibility!

- Students are not able to submit their own reports, so Amber will submit graduate student reports and Lainey will submit undergraduate reports.

If I have my receipts ready before Lainey or Amber reach out and ask 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, EC MEETING DATES, OR OTHER TRAVEL INFORMATION, PLEASE CONTACT:

Lainey Griffith - lainey.griffith@unt.edu - Travel Coordinator for Tenure-System, Professional faculty, and undergraduate students

Amber Tyler - amber.tyler@unt.edu - Travel Coordinator for graduate students only

PLEASE NOTE:

- If, at one or more of the EC meetings, the total requests exceed the amount set aside, the committee will **rank the requests in priority** order and **approve as many as the available funds permit**. Any meritorious but unfunded trip will roll forward for reconsideration at the next meeting.

- In ranking the requests, the committee will consider (and actively investigate, if necessary) the reputation of the conference. Generally speaking, national and international conferences sponsored by major academic organizations will be considered more important than regional meetings or conferences unaffiliated with major academic organizations.

- The committee reserves the right to decide that it will neither fund a request nor reconsider it at a subsequent meeting. This is most likely to happen if the applicant is not reading a paper or presenting creative work at an academic conference. **Requests to attend a conference without presenting work may be funded if the rationale is very strong, but such approvals will be few and far between.**