

UO Folklore and Public Culture Program Graduate Student Travel Policies and Procedures

The Folklore and Public Culture Program is pleased to provide awards for graduate students in the program who have been invited to present a paper at a professional conference. Students presenting at regional, national, or international conferences are eligible to receive \$700 toward their expenses.

Note: Students must notify the Program Director and fill out the *Travel Authorization* form four weeks prior to traveling. Typically, each student only qualifies for a conference travel award once per academic year; when funds are available, this limit may be lifted. Research and/or personal funds may be added to this award to cover expenses. Travel that occurs during the academic year needs a completed *Travel Authorization* form even if funding is not being requested.

Criteria

- Applicant must be a current graduate student in the Folklore and Public Culture Program, and must be in good standing.
- The student must be enrolled for a minimum of three credits during the term in which the conference travel occurs (excluding Summer Session).
- Awards are for direct expenses related to conference travel and registration. Each student has the responsibility and duty to keep travel costs at a minimum.
- If a student holds a Graduate Employee position, all courses the student teaches, or the duties assigned to research GE's must be covered during the time of travel. The College of Arts and Sciences policy states that classes should be covered, not canceled.

Application Procedure

- A *Travel Authorization* form needs to be submitted at least four weeks prior to the departure date of your trip. No Folklore and Public Culture Program funds will be awarded for *Travel Authorization* forms received later than four weeks prior to the departure date. As soon as you have been formally or informally invited to present a paper at a conference, submit a *Travel Authorization* form to the Accounting Technician, Julie Anderson (jlanders@uoregon.edu). This form can be found on the Folklore and Public Culture Program website (<https://folklore.uoregon.edu/forms/>).
- Other travel awards have policies, procedures, and applications specific to that award in order to comply with guidelines set by the funding source. The *Travel Authorization* form does not serve as an application for any other travel awards. However, some award applications may require a copy of the approved *Travel Authorization* form that was completed prior to the trip to be considered a complete application.
- By signing the *Travel Authorization* form, the applicant is agreeing to the above policies and agreeing to return any unused funds.

Award Disbursement

- Once the *Travel Authorization* form is approved, the administrative unit will process a payment for the awarded amount and will send the recipient an email with confirmation of the approval. The email will also confirm that the payment was processed and what receipts will need to be submitted within one week of the recipient's return date.
- By applying, the applicant is agreeing to return awarded funds to the department if the trip is cancelled for any reason.
- Note: If you receive federal financial aid, *any award may affect your financial aid eligibility*. Students who receive federal aid have a responsibility to report all awards earned to the UO Office of Financial Aid and Scholarships (<http://financialaid.uoregon.edu/>).

Post-Trip Procedure

- Recipient must submit all related receipts and boarding passes for all travel-related non-food expenses covered by the departmental travel award within one week of the return date. Failure to submit receipts within one week of returning from the trip will result in a request for the recipient to return the travel award funds to the Program.

Graduate Student Travel Authorization Form
UO English Department and Folklore & Public Culture Program

TRAVELER INFORMATION	
First & Last Name: _____	UO ID#: _____

BUSINESS PURPOSE AND TRAVEL DETAILS <small>(check all that apply)</small>	
Date range of travel: _____	
<input type="checkbox"/> Requesting emergency processing <small>(less than 4-week lead-time)</small> Please Explain: _____	<input type="checkbox"/> Personal travel included? <input type="checkbox"/> Yes <input type="checkbox"/> No - Date(s) and location(s): _____
<input type="checkbox"/> Conference: Presenting - Name & location of conference: _____	<input type="checkbox"/> Will you miss teaching a class? <input type="checkbox"/> Yes <input type="checkbox"/> No Which class(es) and how will they be covered? _____
<input type="checkbox"/> Other: _____	
Notes _____	

ANTICIPATED EXPENSES <small>(check all that apply)</small>			
<input type="checkbox"/> Airfare: \$ _____	<input type="checkbox"/> Conference Hotel \$ _____	<input type="checkbox"/> Registration Fee \$ _____	
<input type="checkbox"/> Bus/Train/Ferry \$ _____	<input type="checkbox"/> Hotel \$ _____	<input type="checkbox"/> Membership Fee \$ _____	
<input type="checkbox"/> Personal automobile	<input type="checkbox"/> Non-commercial lodging (friends, family, etc.)	<input type="checkbox"/> Tickets to event \$ _____	
<input type="checkbox"/> Rental car \$ _____			
Notes _____			

REQUIRED DOCUMENTATION - PLEASE SUBMIT WITH THIS FORM <small>(check all that apply)</small>	
<input type="checkbox"/> Conference Announcement & Agenda	<input type="checkbox"/> Airfare quote <small>(from third party website; i.e., Orbitz, Travelocity, etc.)</small>
<input type="checkbox"/> Invitation letter or e-mail	<input type="checkbox"/> Hotel quote
Notes _____	

FUNDING <small>(check all that apply)</small>	
<input type="checkbox"/> Dept/program annual award	<input type="checkbox"/> Interest in Diversity Award <small>(If this box is checked, the Diversity committee will contact you)</small>
<input type="checkbox"/> Funding from another dept/program _____	
Name of dept/program: _____	
Notes _____	

AUTHORIZATIONS		
	Signature	Date
*Traveler		
**Department Head/Program Director		
**Budget Authority		
Index/Activity code and/or Foundation fund(s)	Index/Fund _____ up to \$ _____ Index/Fund _____ up to \$ _____ Index/Fund _____ up to \$ _____	Notes

*Your signature confirms that you agree to return funds for trips that are cancelled.

**Authorizations are obtained by the English/Folklore administrative unit. Travel is NOT authorized until all approvals are received. When approved, an administrative unit staff member will notify you via email with a summary of approved expenses.