

## Betty and Gifford Travel Award Policies & Procedures

Congratulations on receiving the Betty & Gifford Travel Award. Please see the information below to ensure your award is processed quickly while following UT Dallas guidelines.

### **Policies:**

- This award is for you to participate in the conference named on the notification email. Funds not spent on your participation in that conference may not be spent on anything else.
- All travel plans must be arranged following your department's rules. Award recipients should coordinate with their department's administrative assistants to ensure that happens.
- This is a reimbursement award. This award does not pay upfront costs for travel. Funds will not be distributed before the first day of the conference and require receipts.
- Award funds are distributed through reimbursement requisition or IDT, not direct billing. Neither Concur expenses nor Travel Advance cards should be billed directly to the award cost center.
- Requisitions/IDTs submitted 90 days after the conference's final day may not be honored.

### **Procedures:**

- Direct reimbursement:
  - Students should work with their department representative/administrative assistant to submit a reimbursement requisition in Procurement. Requisitions should include itemized receipts, conference information, and your award letter or notification email.
  - Department representatives should contact [princess.lacy@utdallas.edu](mailto:princess.lacy@utdallas.edu) to be provided with the appropriate cost center to include the requisition.
- Department expenses:
  - Department representative to request funds through one requisition (preferred) or IDT (if necessary)
  - Department representatives should contact [princess.lacy@utdallas.edu](mailto:princess.lacy@utdallas.edu) for the appropriate cost center to include the IDT.
  - The requisition/IDT description should include the student's name and "Johnson Travel Award"
  - The Office of Graduate Education will check to ensure the request is not more than the award, and the registration matches the conference named in the notification email.

**Questions about how the award may be spent:** [keithly@utdallas.edu](mailto:keithly@utdallas.edu)

I have read and understood the policies and procedures. I understand that not following them can negatively impact my ability to get my award.

**Please sign below**

**Award recipient**

**Department administrative representative**