

Guidelines for Requesting Hodges Funding for Travel to Conferences

If you are presenting your own work at a conference, there are two requests that will need to be made **at least once month before you travel**. The first is a request to the DGS (as of August 2013, Tom Haddox); the second is a form (known as the Travel Authorization form or T-18) that needs to be filled out and turned in to Kayla. **The T-18 form is very important. If you do not submit a T-18 to Kayla at least a month before the conference, there is a very real risk that you will not be reimbursed.**

1. Each graduate student in the program may request up to \$1,000 per academic year. All of the funding may be used for a single conference, or it may be divided among multiple conferences.
2. Requests to the DGS must include a) a detailed budget of refundable expenses and b) verification that you will be presenting at the conference (a letter of acceptance from the conference organizer, or, even better, a copy of the conference program with your name on it). These materials can be sent to Dr. Haddox via email. The T-18 form to be submitted to Kayla will also ask for a budget estimate.
3. The T-18 form is available online at <http://treasurer.tennessee.edu/travel/TravelForms.htm>. There is no form to fill out for the request to the DGS.
4. The following expenses are refundable: conference registration, airfare, lodging, per diem costs for food, rental cars, ground transportation (to and from an airport), fuel costs per mile (when traveling in a personal car), parking (at a conference hotel), membership in an organization **only when membership is a prerequisite for participation in the conference**.
5. The following expenses are **not** refundable: membership in an organization when membership is not a prerequisite for participation in a conference, liability and collision insurance for rental cars, travel health insurance, sightseeing (even when these tours are offered by the conference organizers), sundries, costs associated with the presentation of your work (printing, copying, fees for audiovisual equipment, and so on).
6. Please note that there may be other sources of funding available for conference travel beyond the Hodges Fund. The most obvious source is the Graduate Student Senate Travel award, which is awarded three times a year for travel during the fall, spring, and summer sessions. Applications for this funding are more cumbersome, requiring more signatures (including one from Dr. Garner); they are also more competitive, because they are not restricted to students in English but awarded to students from across the university. The maximum amount of GSS funding for any one individual is usually \$500. I would recommend that you do not apply for GSS funding unless you know that you will be exhausting your allocated Hodges funding for the year, and that you save any such applications for extremely prestigious (and expensive) conference venues. Instructions for completing GSS applications are found on the GSS website, at <http://web.utk.edu/~gss/travelfund/index.html>.

TIPS ON CONFERENCE BUDGETS

1. If you are traveling to a conference in your own personal car, you are eligible to be reimbursed for 47 cents per mile. Use Mapquest to calculate the mileage from Knoxville to the city of the conference and back again. Many people who travel by car request less than they are eligible for. If you choose to request less than this--for instance, if you want to save some money for a later conference--please let me know, so that I won't clutter your inbox with messages explaining that you are eligible for more.
2. If you are traveling by rental car instead of by your personal car, save not only your receipts for the rental itself, but also any receipts for gasoline.
3. Per diem costs for food vary from city to city and are determined by the U.S. General Services Administration. These may be found online at <http://www.gsa.gov/portal/category/21287>. If you are spending an entire calendar day in the conference city, indicate the full per diem amount for that day. For days on which you leave Knoxville or return to it, indicate half this amount.
4. Per diem costs for hotel lodging also vary. Typically, you don't have to worry about calculating this, because most conference rates are within this limit. Simply include in your budget request the cost per night (and the total cost). Please note, however, on your budget request whether you are staying at the designated conference hotel. If you are staying in a conference hotel, then in the event that the rate exceeds the per diem rate, you can be reimbursed for the full amount.
5. You may submit your receipt for air travel to Kayla as soon as you have purchased it, **as long as the ticket is nonrefundable**. All other receipts must be submitted to her after you have returned from the conference.