



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

GRADUATE OFFICE MEMORANDUM

TO: GRADUATE STUDENTS
FROM: BILL HARDWIG, DIRECTOR OF GRADUATE STUDENTS
SUBJECT: TRAVEL FUNDS –2020-2021
DATE: 8/28/2020

[Note: the travel situation is still in flux as there are currently travel restrictions for UT-funded and UT-affiliated travel. See [here](#) for details. The message below is for typical years and presumes that your travel will abide by all travel restrictions in place. We cannot fund any travel that goes against these restrictions. Also, keep in mind that I have loosened the requirements for this year to respond to the pandemic. Online professionalization workshops/seminars/symposia, whether or not you present, are eligible for travel fund use. Approval will be based on how central to your interests the event is. What follows below are the standard travel policies, presuming (and hoping) that we will be able to resume travel at some point during the academic year.]

The department is pleased to be able to support travel for students presenting creative and scholarly work. The support is made possible through our John C. Hodges Better English Fund. Please follow the guidelines below.

To request travel support, write a letter to me preferably six weeks before travel with the following information:

- The name of the conference you will attend or of the award you have received
- The title of the scholarly paper or creative work you are presenting
- Attached documentation that confirms your paper has been selected for inclusion on the program or that you have received a special award
- An **itemized estimate** of your travel expenses, which may include such expenditures as airfare, ground transportation, lodging, a conference registration fee, mileage, per diem (check governmental CONUS rates for specific city “meal and incidentals” rates - <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- The amount of support you are requesting, up to \$1000 per fiscal year, which runs from July 1 to June 30.

Be sure that you fill out all departmental and university paperwork thirty days **BEFORE** you travel to make sure that you are reimbursed for your eligible expenses. Please note that you are responsible for budgeting your available travel funds and for providing documentation of approved expenses. Check with Judith Welch in 301 McClung Tower or email her at jewelch@utk.edu if you have questions about departmental policies or requirements.

In addition to grants for presentations, students attending a **job interview at MLA** or another relevant conference may request up to \$600. This money is separate from conference money. Please attach confirmation of your interview.

NO STUDENT MAY RECEIVE MORE THAN \$1000 IN HODGES TRAVEL FUNDING PER FISCAL YEAR.

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