

Graduate Student Travel Funds Policy  
Department of English  
Fall 2019

1. The English department offers travel funds to PhD students for the purpose of travelling to a conference to read a paper or to chair a panel; MA students will be funded on a case-by-case basis when funds are available. A travel award will not be granted to a student who wishes merely to attend a conference; however, exceptions will be considered for doctoral candidates who have scheduled job interviews at the MLA Convention. In requesting funding, please observe the following procedure:

A. The student must first seek funding from the graduate school:

<http://www.baylor.edu/graduate/currentstudents/index.php?id=99418>.

B. If the student's travel expenses exceed the amount of the award offered by the graduate school (or if the application for funding is denied), then the student may apply to the English department for the amount not funded by the graduate school, up to a maximum of \$500. Requests for funding should be emailed to the Graduate Program Director and the Department Chair.

C. The application to the English department for funding must also include an acceptance letter from the conference at which the student intends to read his or her paper and the award letter from the graduate school.

2. Funding by the English department must be requested by the student prior to travel, but the actual award will only be made after the travel is completed. *Expense reports submitted without prior approval will not be funded.*

3. To qualify for reimbursement for travel expenses, an expense report with itemized expenses and receipts must be submitted to the office manager of the Department of English **within 30 days** of completion of travel. ERs submitted more than 30 days late is subject to federal tax withholding.

4. Applications for funding will be considered so long as funds are available. Generally speaking, graduate students should not expect to receive more than one conference travel award during an academic year (June 1–May 31). However, if funds are available students are permitted to apply for a second travel award.

5. Students travelling to engage in essential archival research for the doctoral dissertation should apply for a Collmer Fellowship: <https://www.baylor.edu/english/index.php?id=953655>. These fellowships are highly competitive, and generally no more than two will be awarded in any given year. Please note that matching funds up to \$400 are available from the graduate school: <https://www.baylor.edu/graduate/currentstudents/index.php?id=99418>.