

Guidelines for the use of Humanities Research Award Funds:

Proper Uses: Funds are to be used for research expenses only. These might include travel, archival costs, supplies, and materials. Funds may be used to pay an hourly research assistant for a limited time.

Improper Uses: Funds may not be used to supplement faculty salaries, pay for long-term lodging, purchase computers or other equipment, or provide student tuition, fellowships, scholarships, or stipends.

Please contact Erica Whittington, whittington@austin.utexas.edu, if you have any questions about this policy.

For information about Travel reimbursement, see:

CoLA Procedures Guide—Travel—VE5

<https://liberalarts.utexas.edu/business-affairs/manual/Travel/index.php>

CoLA Procedures Guide—Travel—VP5

<https://liberalarts.utexas.edu/business-affairs/manual/Travel/VP5.php>

CoLA Procedures Guide—Travel—VP5—CoLA Meal Allowances While Traveling Overnight https://liberalarts.utexas.edu/business-affairs/_files/pdf/Meal_Allowances_Travel_Overnight.pdf

UT Handbook of Business Procedures—Travel

http://www.utexas.edu/business/accounting/hbp/11_trav/index.html

This last site includes a great deal of information. Please be aware that the College may supersede any regulations set in place by the University while keeping to the letter of those rules. Please contact Michelle Hughes, mqhughes@austin.utexas.edu, with any questions.

***Please note:** if the HRA account begins with 14--- it is important to follow the procedures for foreign travel on state funds. See: <https://liberalarts.utexas.edu/business-affairs/manual/Travel/Foreign-Travel.php>

The International Office has additional procedures for travel to restricted regions. It is the faculty member's responsibility to comply with these regulations.

Please see: <https://world.utexas.edu/risk/policies>