

Guidelines for the use of Humanities Research Award Funds

Proper Uses: Funds are to be used for research expenses only. These include but are not limited to travel, archival costs, supplies, materials, and research assistance.

Improper Uses: Funds may not be used to pay for a semester in residence at another institution, or for travel that is not relevant to the HRA-funded research project. Project budgets are subject to revision, as deemed necessary to comply with the terms of the award.

Please contact Vanessa Lopez and Brook Davis, laresearch@austin.utexas.edu if you have any questions about this policy.

For information about Travel Authorization, see:

College Travel Authorization:

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

The [current prohibition on university-sanctioned travel](#) for business or study has been **extended through December 31, 2020**. Decisions about the policy after January 1, 2021 should be announced on or before October 15, 2020.

Any requests for travel exceptions must receive authorization. <https://liberalarts.utexas.edu/business-affairs/manual/Travel/arrangements.php>. Please use the [COLA Travel Request Form COVID19](#) for domestic travel.

For information about Travel Reimbursement, see:

UT Purchasing Office Covid-19 Travel Reimbursement Policy:

<https://purchasing.utexas.edu/coronavirus/covid-19-updated-travel-policy>

College Travel Reimbursement:

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

Meal Allowances While Traveling Overnight

The College follows the University rules regarding meal allowance of \$51/ day while travelling overnight.

<https://afm.utexas.edu/hbp/part-11/5-2-meals-and-lodging>

UT Handbook of Business Procedures—Travel

<https://afm.utexas.edu/hbp/part-11-travel>

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 Amy McMillan, or a member of the Business Affairs team, at geb-business@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://global.utexas.edu/risk/travel>