

Scholar Research Stipend Guidelines

Important Information

- Each graduate-level scholar is provided with a research stipend of \$1,000 per year in both the first year and second year (fellowship year) of the program. A research stipend is not provided in the third year (final postdoc year) of the program.
- Each undergraduate-level scholar is provided with a research stipend of \$750 per year for each year of the program (one year for senior undergraduates; two years for juniors).
- The research stipend can be spent on travel and/or materials to support each scholar's work in the program.
- Scholars must fill out the appropriate form at least 5 business days prior to making any purchase. The University maintains strict policies regarding financial transactions, often to comply with Texas law. In order to guarantee a full reimbursement, scholars should wait for approval before proceeding.
- For and additional financial questions, please contact Amy McMillan at a.mcmillan@austin.utexas.edu.

Travel Expenses

- Travelers have the option to book travel on their own and receive a reimbursement or via UT Austin travel services, which is paid directly by the University.
- Out-of-pocket travel costs cannot be reimbursed until after travel has occurred.
- In general, travelers cannot be reimbursed for travel booked with points.
- Reimbursements for food and incidentals are generally \$51/day but this may vary by location and travel dates.
- Additional approvals may be needed for international travel.
- Scholars must fill out the Travel Expenses Request Form online and will receive a response, including details about the next steps, within 5 business days: https://utexas.qualtrics.com/jfe/form/SV_3E096LTVeLe6Ncp.
- Travel plans that are not firm can be preliminarily approved.

Materials and Other Non-travel Purchases

- The University of Texas at Austin is exempt from state sales tax and does not reimburse it. Scholars will be provided with the tax exemption paperwork after their request is approved.
- University policy may require that scholars purchase from a particular vendor or directly through the University if an existing contract requires it.
- Scholars must fill out the Purchasing Request Form online and will receive a response, including details about the next steps, within 5 business days: https://utexas.qualtrics.com/jfe/form/SV_30F8aszfsYF8nkh.