

DODSON FUND REQUESTS GUIDELINES 2018-19

- Dodson Funds are available to full-time students in good academic standing from **ALL** Liberal Arts departments and from **ALL** classifications (UG, MA and PhD) for travel to attend or to present at an event (i.e. conference, workshop, etc.) Local events may also qualify. Dodson Funds are not available for faculty members (even if they are traveling with the students.)
- Dodson Funds applications need to be submitted directly to myself at the LART Business Center (LART 350, can be left at our front desk with our work-study if I'm not there) or emailed to eamparan@utep.edu with the required documentation stated on the application **AT LEAST 4 weeks prior to the travel date.**
- Once the application is received, I will review it and will notify the student and the department's Administrative Assistant whether they were awarded or not.
- Dodson Funds are awarded for reimbursement. No cash advances will be granted to students.
- A travel authorization is **REQUIRED** for each student awarded in order for them to get reimbursed. If a student is not in the system (doesn't have a 600 number,) a Student Payee Information Form (found on Forms Mine in the HR website) will have to be filled out by the student and submitted to Accounts Payable (attn: Matthew Ellis) by the department's Administrative Assistant.
- Airfare can be purchased as direct bill with Dodson Funds **ONLY** if the award covers the cost of the ticket in its entirety, and it needs to be done through Anthony Travel. Anthony Travel only allows payment with one cost center, so if the student is receiving departmental funds I can always make a transfer into a departmental cost center to cover the full amount of airfare, should that be the case. **NO PURCHASES OF AIRFARE EXCEEDING THE AMOUNT OF THE AWARD SHOULD BE MADE WITH OUR COST CENTER UNDER ANY CIRCUMSTANCES.**

- Once the student travels, they need to submit a travel report **DIRECTLY TO MYSELF OR DROPPED OFF AT THE LART BUSINESS CENTER** within 10 days of their return. The report can be submitted to myself via email as well. Original receipts need to be submitted to the appropriate department. Once I receive the travel report, I will either email the Administrative Assistant or send the student their way with a little note saying it's OK to reimburse.
- **NO REIMBURSEMENT** should be made to the student without the OK from myself, once the travel report has been submitted. If a student comes by your office with their receipts and doesn't have a note from me or you have not received an email from me saying it's OK to reimburse them, kindly remind them they need to submit the travel report first.
- If you have any other questions regarding the Dodson Fund, please feel free to contact me at any time at eamparan@utep.edu or ext. #5455.