

*GSS Graduate Student Travel Authorization and Travel Funding Application
(GSS Online Program Improvement Funding)*

Name: _____ **Application date:** _____

Panther ID: _____ **Number of credits completed:** _____

Current Program (MA or PHD): _____

NOTE: MA and PhD students who are still in their first two years of the program should provide a very brief email from their advisor confirming that they are ready to present at a professional conference. Graduate students not presenting at the conference are generally not funded, but if there are extenuating circumstances (e.g., that employers will be interviewing at the conference for jobs you are applying to), you can note them here and we will consider them):

Trip type: CONFERENCE RESEARCH OTHER

Title of Conference/Research: _____

Travel dates: _____

Conference location: _____

Delivering presentation? Yes No **(Select - also attach confirmation email)**

Session title: _____

NOTE: We can only fund up to \$500 of travel expenses through this program, and there must be some benefit to our online classes from your attendance (see page 2 for examples). We strongly encourage you to apply for extra funds. For example: GPSC (<http://gpsc.fiu.edu/>) offers conference funding to doctoral students, and SIPA also offers \$400 per fiscal year for conference, research, and interview travel expenses. Conferences also often offer some travel scholarships - check the organization's website.

Have you received funds before? YES NO

If so, when (month and year of funding) and how much: _____

Please explain benefit to FIU and include all anticipated expenses:

NOTE: In order to be refunded for your expenses, you will need to attend a something that directly addresses online instruction AND PROVIDE A BRIEF REPORT AFTER THE CONFERENCE ON WHAT YOU LEARNED. Examples: 1) A panel/talk/roundtable that directly addresses online education; 2) A session of short films or documentaries that are either available for free online, or that could be purchased by our library and used to supplement online classes; 3) a Vendor Fair where there are likely to be companies with products that can be used to enhance online classes. Do not forget to provide a brief report (1 page) on what you learned at this panel or training.

Please provide the date, time of the session or event you will be attending to improve online learning:

Application reviewed by: (Include name/title):

Date of approval:

If approved, please state funding total:

If not approved, please state the reason:

TRAVEL HOUSEKEEPING:

- After this application is approved , a TA can be submitted on your behalf in PantherSoft. This must be approved BEFORE you can make any purchases. If you purchase anything before this approval, there is a chance you will not be reimbursed.
- You can arrive at your destination no earlier than ONE day before your event begins and depart no later than ONE day after it ends. If you have to fly earlier or later, you MUST provide a flight comparison that shows it would've been more expensive to follow this rule. If you don't, no reimbursement will be given. All airfare purchases must be in Economy.
- All purchases regarding travel will be made out of pocket, EXCEPT memberships. If you need to purchase a membership for an academic organization in relation to your trip, please let staff member know so we can purchase using our departmental credit card. Memberships cannot be reimbursed by Travel.
- All receipts must be turned into staff member once trip concludes. If you lose a receipt, there is a chance you will NOT be reimbursed. For airfare receipt, please provide a detailed one showing days/times you arrived and departed. Please also include a conference/research agenda/schedule, and translation on each receipt if it is in a foreign language. Food receipts are not required since a per diem is given based on your destination and length of trip.
- Please note that nightly hotel limits are imposed by the U.S. General Services Administration and the Department of Defense that depend on your destination within and outside of the US. Please ask staff member for appropriate link to plan accordingly if in doubt.

- If the conference you attend serves food, you are required to attend the meals provided by them.