

*GSS Graduate Student Travel Funding Application*

**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 include all anticipated expenses:**

**Please explain benefit to FIU:**

**NOTE:** In order to be refunded for your expenses, you will need to attend 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. **Please provide the title, date, and time of the session or event you will be attending to improve online learning:**

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#### **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, 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.
- If driving to your destination instead, you must use either MapQuest or the State of Florida DOT map to show point of origin to the point of destination for all routes taken. The current mileage reimbursement rate is 0.445 per mile for official travel. You must also provide a comparable airfare quote and the lesser of the two amounts will be reimbursed.
- 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. Credit card statements are not accepted as proof of payment. 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. Membership receipts are not reimbursable.
- Food receipts are not required since a per diem is given based on your destination and length of trip. Per diem will not be reimbursed for any meals you are given as part of conference/event.
- 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.