

*GSS Teaching Faculty Application: Travel Authorization and Requested Travel Funds*

**Application Date:**

**Name:**

**Panther ID:**

**Trip Type:**      **Conference**                      **Research**                      **Other**

**Trip Title:**

**Dates:**

**Location(s):**

**Please include all anticipated expenses:**

**Please explain benefit to FIU:**

*Please note that you will need to provide evidence of having presented at this conference when you submit your Travel Expense Report (a conference program with your name in it).*

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**Have you utilized your GSS Online funding for this fiscal year? (July 1st – June 30th).  
Assistant/Associate/Full Teaching faculty are eligible for \$1,500 per fiscal year.**

**PLEASE SELECT ONE:      YES                      NO                      If so, how much?**

In order to be refunded the GSS online funds, you will need to attend a talk or panel that directly addresses Online instruction. If you're not sure whether this conference meets these basic requirements, please reach out to Associate Chair. **Please provide the title, date, and time of this panel, talk, or pedagogical training, along with the Online class that will benefit from your participation:**

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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 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. 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.