

Date Received: \_\_\_\_\_ (for office use only)

## GSAAB Travel Application Checklist

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

Name of Author 1: \_\_\_\_\_

Name of Author 2: \_\_\_\_\_

If applicant is not first author, explain why applicant is sole presenter at this conference:

\_\_\_\_\_

Insert abstract here:

**Turn in completed application AT LEAST 5 weeks in advance of travel departure date**

Read the Student Travel Policy	<input type="checkbox"/> Yes
Complete the following three forms:  1. Student Travel Code of Conduct 2. Request to Travel Form 3. Student Travel Procedure Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
These forms can be found at: <a href="http://www.fau.edu/dean/Forms.php">http://www.fau.edu/dean/Forms.php</a> or on the GSA website	<input type="checkbox"/> Yes
Required Letters of Support  1. Cover letter with justification for travel  2. Letter of support from department or faculty sponsor	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
<b><u>No later than 5 weeks in advance of date of travel</u></b>  Submit completed application packet (5 requested documents above) to GSA either via <a href="mailto:gsa@fau.edu">gsa@fau.edu</a> or delivery to 777 Glades Rd. Student Union, 234, Boca Raton, FL 33431	<input type="checkbox"/> Yes

<p><b><u>AT LEAST 4 WEEKS in advance of TRAVEL</u></b></p> <p>GSAAB will forward approved applications to the Dean's Office</p>	<p>Submitted by GSAAB for attempted sponsorship approval</p>
<p><b><u>AT LEAST 3 WEEKS in advance of TRAVEL</u></b></p>	<p>Applicant notified by the Dean's Office if they are approved</p>
<p><b>Once the applicant is notified that they have been approved for travel, they must go to the Student Government office (Student Union, 215) to process all travel paperwork</b></p>	<p>___ Yes</p>
<p><b><u>UPON RETURN FROM APPROVED TRAVEL:</u></b></p> <p><b><u>No LATER THAN 5 days after travel</u></b>  All receipts and travel documentation must be turned in to the Student Government Office. <b><u>ALL RECEIPTS SHOULD BE ITEMIZED</u></b></p>	<p>___ Yes</p>
<p>Saved itinerary and a copy of the air travel ticket or e-ticket with a detailed breakdown of fare information:</p>	<p>___ Yes</p>
<p>Saved conference registration receipt and detailed conference program information:</p>	<p>___ Yes</p>
<p>Saved detailed hotel bill itemized for room charges, taxes, and other services (indicating charges that have been paid):</p>	<p>___ Yes</p>
<p>Saved receipts for allowable miscellaneous expenses such as taxis, shuttle service, business center services, etc.:</p>	<p>___ Yes</p>