

FILL IN ALL BLANKS. MISSING INFORMATION ON THIS OR ANY OF THE REQUIRED FORMS WILL RESULT IN THE APPLICATION'S IMMEDIATE DISMISSAL WITHOUT NOTIFICATION. WRITE "N/A" WHERE NEEDED. PLEASE ASK US IF YOU HAVE ANY QUESTIONS.

## Graduate Travel Application Checklist

1. First & Last Name: \_\_\_\_\_ Z#: \_\_\_\_\_
2. Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_
3. Conference Name: \_\_\_\_\_ Dates of Conference: \_\_\_\_\_
4. Location: \_\_\_\_\_ Email: \_\_\_\_\_
5. Please fill in the following:
  - a. # of Graduate Credit hours for application semester : \_\_\_\_ Boca \_\_\_\_ Davie \_\_\_\_ Jupiter/HBOI
  - b. College: \_\_\_\_\_ c. Major: \_\_\_\_\_
  - d. Status (Check one) Masters                       Doctoral                       Specialist
  - e. If you are a Doctoral student, are you *only* taking the 1 credit dissertation course? \_\_\_\_\_
6. If applicable, please write the name of other individuals traveling with you and indicate:
  - a. If they are presenting or attending. If presenting, state author/presenter status
  - b. If you will be sharing a hotel or living accommodation (for reimbursement purposes)

Name	Attending/Presenting	Author/Presenter Status	Sharing Hotel?*
Ex: Owsley Burrows	Presenting	Secondary Author/Presenter	Yes

**\*Please note:** Students rooming together and splitting hotel costs must each provide DETAILED, itemized receipts FROM the hotel/landlord stating the portion of the room paid for and all expenses (room rate, taxes, etc.) in order to be eligible for reimbursement. If a receipt shows that one student paid for the entire room, only that student will be eligible for reimbursement up to their GPSA Travel Committee approved amount. Initials:

7. Purpose of travel (write appropriate letter): \_\_\_\_\_
  - a. I have been invited to **present** a paper or project of my own work at a conference as the **primary** presenter or author.
  - b. I have been invited to **present** a paper or project of my own work at a conference as the **secondary** presenter or author. Secondary presenters are only eligible for the attending award.
  - c. I will be **attending** a conference related to my area of study.

8. Type of travel: \_\_\_\_\_
- a. Day Travel (not overnight)                      c. In state (overnight)  
b. Out of state    d. International
9. I have read and understand the **Student Travel Policy** prior to submitting my travel application and have included all required forms. All policies and forms can be found online at: <http://fau.edu/studenttravel/> Initials:

10. **I understand that GPSA funds a maximum of 80% of my total eligible expenses listed on my Request to Travel Form up to the maximum amounts listed on the below chart (note which applies to you). I also understand that funding is not guaranteed.** Eligible expenses include registration fee (not membership fee), airfare, public transportation within city, car rental vehicles, rental vehicle fuel & parking, and lodging costs. I have read and understand the Student Travel Manual at: <http://fau.edu/studenttravel/>

International travel, Presenting	Maximum \$800
Out of State travel, Presenting	Maximum \$800
In State travel, Presenting	Maximum \$400
Attending or Secondary Author Presenting	Maximum \$200

Initials: 

11. **I understand that detailed itemized receipts must be provided for all eligible expenses for which I am requesting reimbursement.** I must upload into Owl Central my boarding pass and e-ticket with costs (airfare), proof of attendance at conference (name badge AND program, etc.), itemized hotel bill, conference registration receipt with cost, rental vehicle fuel receipts (prepaid gas cards not accepted), local public transport receipts, and Travel Expense Justification Form per my GPSA Travel Award Letter. I understand that I have 10 business days after travel starting with my return date or I forfeit my reimbursement.

Initials: 

12. I understand that booking through **discount travel agencies** (i.e. Expedia, Orbitz, Travelocity, Booking.com, Hotels.com, etc.) will put me at risk for not receiving a reimbursement. I am responsible for making sure I receive will receive itemized receipts showing me as the guest. Initials:

13. **If requesting a rental car**, I understand that I must make a reservation for a compact car (if requesting a larger vehicle you must provide justification and it must be approved). The University has a contract with Enterprise. I understand that if a rent a car from an agency other than Enterprise a justification is required and that I will only be reimbursed at the Enterprise rate. Initials:

14. I understand all of the **eligibility** requirements as per the Student Travel Policy and consider myself eligible to receive travel funding. Doctoral students w/ only 1 dissertation credit must be on the Graduate College's full time status report Initials:

15. I understand that **the deadline for complete applications to be turned in is a MINIMUM of 25 Business days for Domestic and 30 Business days for International Travel prior to departure** (different than the 20 business days for Undergraduate travel minimum). I understand my application may not be

reviewed, funded or even put on the consideration list, and therefore risks not receiving funding, until my application is complete. I understand it is solely my responsibility to inquire about the completeness of my application. Initials:

16. I understand that I can only **submit my travel application online on OWL Central**, but it must be received by GPSA by the deadline. Initials:

17. **Total cost of eligible expenses:** \_\_\_\_\_

18. Please describe how you plan to fund your trip by placing *amounts* in the below columns. Amounts should be the same as those in provided quotes. Be as specific as possible. Attach a 2<sup>nd</sup> sheet if necessary.

	GPSA Request	Personal	Faculty p-Card	Department	Conference Waiver
Hotel					
Airfare					
Registration					
Local Public Transportation					
Rental Car Fee					
Rental Car Fuel					
<b>TOTAL:</b>					

19. Please include AND label all forms in the following order (This form → Request to Travel → etc.):

- ✓ Graduate Travel Application Checklist (This form)
- ✓ Release of Liability/Student Code of Conduct & a completed Photo release form
- ✓ Student authored letter of Travel Justification
- ✓ Faculty Advisor Letter of Support
- ✓ Conference Confirmation of Registration
  - This is a **receipt/email from conference** with your name, total cost and method of payment
  - If registration is not yet open when you apply, include a separate paper that states when registration opens.
  - If you are not requesting GPSA to pay for your registration, **you must still show proof of paid registration.**
- ✓ Proof of Presenting (if presenting)
  - Official email/letter from the conference stating that you are registered as a presenter/speaker.
  - Cannot come from a faculty member
- ✓ Eligible Expenses:
  - Flight Quote or Receipt
  - Hotel Quote or Receipt
  - Car Rental Reservation with total cost and roster with Z numbers of those traveling
  - Proof of estimated incidental cost - shuttle, taxi, Uber, gas, etc.

**I understand that I will be held responsible for all information on pages 1-4 of this form. I have had all my questions addressed prior to submitting the**

**application by reading this document thoroughly, reading the Student Travel Policy & Controller's Manual on Travel, and corresponding with the GPSA Administrative Coordinator/Travel Chair.**

**Signature:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**IF YOU HAVE ANY QUESTIONS AT ALL, PLEASE LET US KNOW! WE WANT TO MAKE THIS PROCESS AS SIMPLE AND EFFICIENT FOR YOU AS POSSIBLE.**

**Graduate & Professional Student Association Travel Committee**

**GPSA Administrative Coordinator/Travel Chair  
gpsatravel@fau.edu 561-297-1170**