

## Student Travel Procedure

**Step 1:** A representative on behalf of the traveling student(s) must submit a “Notification of Travel Only Application” under Forms at link below:

<https://fau.campuslabs.com/engage/forms>

This form will ask for the following documents:

- Proof of Conference or Event (a description of the conference/event from the conference website)
- Student Travel Code of Conduct and Release of Liability (document available in request form)
- A letter of Justification for travel from a student (explain why you are traveling; 1 per group)
- A letter of support from RSO or your Faculty Adviser (1 per group; Must include a signature and the signature CANNOT be typed)
- A list of group members traveling with each traveler's name, z number, email, phone number, address, primary campus location (document available in request form)
- Confirmation of presenting or competing (if applicable)

**Step 2 (International travel only):** Each traveling student must submit an “International Student Travel” form at the link below:

<https://fau.campuslabs.com/engage/forms>

This form will ask for the following documents:

- Signed Travel liability waiver: <https://www.fau.edu/global-travel/travel-policy/employee/travel-waiver-level-1-and-2-for-year-2025.html>
- CISI insurance: <https://www.culturalinsurance.com/plan-enrollment>
- Enrollment in STEP program: <https://mytravel.state.gov/s/step>

**Step 3:** Submit the stipend request form below once the above forms are approved to award the traveling student(s) a stipend. Students will use this stipend to book their travel accommodations:

<https://www.fau.edu/controllers-office/student-services/forms/>

For any additional questions, please contact Evan Lawrence ([Elawren7@health.fau.edu](mailto:Elawren7@health.fau.edu)).