

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 – Individuals

Fiscal Year 2018-2019 Travel Period

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.

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: _____

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:

Initials:

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 2nd sheet if necessary.

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

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 Registration Quote
 - This is a **screen shot from the conference web site** showing cost of registration
 - **If you are not requesting Student Travel to reimburse you for your registration, you must still show a quote of the registration cost.**
- ✓ 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
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