



Student Travel Process:

How to Apply for Student Travel



http://www.fau.edu/sg/services/student_travel/





What is University-Wide Student Travel ?

Student Travel are travel awards that are available to registered students, both graduate and undergraduate and recognized students organizations. Through an application process, students and organizations are able to receive funds to supplement the out-of-pocket costs of traveling to professional development conferences/events.



THE APPLICATION PROCESS

- Types of Student Travel:



[Home](#) / [Student Government](#) / [Services](#) / [Student Travel](#) / [Student Government Travel](#)

University-Wide Student Travel

All requests by Student Government, SG Programs, Registered Student Organizations or FAU students, for individual or group travel related to the University, must be registered and submitted through an application process to the Student Travel Committee and approved by the Vice President for Student Affairs or designee. Travel request are approved subject to available funding.

How to Apply for Student Travel



Student Travel Procedures

Travel Expense Justification Form

Notification To Travel

Used when no funds are being requested, [click here](#).

Graduate Travel

For information on applying for graduate student travel [click here](#).

Undergraduate Research Travel

Review the [Undergraduate Research and Inquiry\(URI\) Travel Frequently Asked Questions](#).

To apply for undergraduate research student travel [click here](#).

Undergraduate Non-Research Travel

For information on applying for non-research related undergraduate student travel [click here](#).

Student Travel Appeals

Complete this form if your Travel Application Request or Request for Travel Reimbursement was not approved, [click here](#).



Prior to submitting an Undergraduate or Graduate travel application request, **all** students are required to review the [Student Travel Procedures](#)

NON-RESEARCH UNDERGRADUATE TRAVEL



[Home](#) / [Student Government](#) / [Services](#) / [Student Travel](#) / Undergraduate Student Travel

University-Wide Non-Research Undergraduate Student Travel

To apply for non-research related undergraduate travel, please do one of the following:

Travel request are approved subject to available funding.

If you are traveling but are not requesting a travel award, you need to notify the ASAB office via Owl Central of your travel at least 10 business days prior to your trip. Please [click here](#) to complete a notification to travel form.

---OR---

If you are traveling and would like to request an undergraduate travel award you must do so at least 20 business days in advance prior to your travel. Please follow the steps below to apply for an undergraduate travel award:

1. Each traveler must have or apply for ACH Direct Deposit. To apply use the following steps:
 1. Login to My FAU
 2. Click on FAU-Self Service
 3. Click on Financial Aid
 4. Click on Direct Deposit
 5. Click Add or Update Direct Deposit
 6. Complete Form with Banking Information
 7. Click save.
2. Gather the following information:
 - A. Student Travel of Conduct and Release of Liability (**1 per group**). [Click here](#) to download
 - B. A copy of the Conference/Event Confirmation or Registration.
 - C. A Letter of Justification for travel (**1 per group**)
 - D. A list of group members traveling with each traveler's name, z number, email, phone number, address, primary campus location (**if applicable**)
 - E. Proof of conference or event
 - F. Confirmation of presenting or competing (**if applicable**)
 - G. Proof of Estimated Cost (i.e. hotel, registration, rental car, shuttle/taxi, etc.)
 - H. A Letter of support from RSO Adviser or Faculty Adviser (**1 per group**)
3. Each traveler must read the Student Travel Policy prior to your meeting. [Click here to download the Student Travel Procedure.](#)
4. [Click here](#) to apply for travel online.
5. Upon return from your trip, [click here](#) to be reimbursed.

If you have any questions regarding University-Wide Non-Research Undergraduate Student Travel please email us at sgtravel@fau.edu.

- Selecting Non-research will route you to this page. read & select your next step

NON-RESEARCH UNDERGRADUATE TRAVEL



Activity and Service Accounting and Budget Office

Home News About Events Roster Gallery Documents Forms

Forms

MANAGE FORMS

Name ▾	Start Date ▾	End Date ▾
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Showing 1 - 10 of 10

- Once you select the link to apply for travel, you will be taken to Owl Central/ASAB Forms to start your application process.
- NOTE: Undergraduate Research **and** Non-Research applications are submitted into the same Form.

UNDERGRADUATE RESEARCH TRAVEL



If you are an Undergraduate student whose trip *qualifies* as research travel, select “[Review the Undergraduate Research & Inquiry Travel Frequently Asked Questions](#)” to access this information:



Undergraduate Research and Inquiry(URI) Travel Frequently Asked Questions

What is Research? How do I know if my presentation qualifies for research?

Research, Inquiry, and Creative Activity defined as it relates to this travel process:

- Presenting original work at a conference directly related to your undergraduate major/research/creative activity.
- Performing/Exhibiting at conference/event directly related to your undergraduate major/research/creative activity.
- Competing at conference/event directly related to your undergraduate major/research/creative activity.
- Facilitating or leading a workshop/clinic at a conference that is directly related to your undergraduate major/research/creative activity.

Who is eligible to apply for URI travel funding?

A completed application consists of the following

What expenses are ELIGIBLE for reimbursement?

What expenses are NOT eligible for reimbursement?

When do I turn in my travel application?

Where do I turn in my travel application?

How do I rent a car with Enterprise Rental Car?

What is the reimbursement Process?

Are there any additional requirements?

Close

FUNDING GUIDELINES FOR TRAVEL



IV. FUNDING GUIDELINES FOR TRAVEL

Travel funding from the Student Travel Committee will be awarded as follows:

MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: UNDERGRADUATE STUDENTS			
Students can apply multiple times to the Student Travel Committee until they exhaust the maximum.			
	IN STATE	OUT OF STATE	MAXIMUM PER FISCAL YEAR
Attending a Conference/Event	Up to \$200 per trip	Up to \$200 per trip	Up to \$600
Presenting/Competing at a Conference/Event	Up to \$300 per trip	Up to \$600 per trip	Up to \$600

MAXIMUM TRAVEL FUNDING AWARDED PER FISCAL YEAR: GRADUATE STUDENTS			
Students can apply multiple times to the Student Travel Committee until they exhaust the maximum.			
	IN STATE	OUT OF STATE	MAXIMUM PER FISCAL YEAR
Attending a Conference/Event	Up to \$200 per trip	Up to \$200 per trip	Up to \$800
Presenting/Competing at a Conference/Event	Up to \$400 per trip	Up to \$800 per trip	Up to \$800

GROUP TRAVEL – *UNDERGRADUATE ONLY*



- For the purpose of student travel, a group is defined as 2-15 individuals. Once two or more individuals are traveling to the same event, the travel is considered group travel. For the application process, all travel requests cannot exceed more than 15 students per application. A group with more than 15 students will require separate requests via Owl Central.

*Group Notification to Travel requests can have more than 15 students per request.

GROUP TRAVEL – *UNDERGRADUATE ONLY*



- When applying as a group, one (1) person must meet or set up a phone conference with the ASAB Office **prior** to submitting a travel application request.
 - sgtravel@fau.edu or 561-297-2879
- This person will gather all of the information from each individual and submit one (1) application via Owl Central.

GRADUATE TRAVEL



[Home](#) / [Student Government](#) / [Services](#) / [Student Travel](#) / [Student Government Travel](#)

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- If you select **Graduate Travel**, it will take you to the GPSA Travel FAQ page.



[Home](#) / [Student Government](#) / [Services](#) / [Student Travel](#) / [Graduate Student Travel](#)



FAU
GRADUATE AND PROFESSIONAL
STUDENT ASSOCIATION
Florida Atlantic University

Travel request are approved subject to available funding.

Graduate Student Travel Policy - FAQ

1. What can I receive travel funds for?

Students can receive travel funding for three (3) primary objectives:

Present at or attend a conference, convention, seminar, workshop or professional event related to your studies

2. What do I include in my travel application?

Please include AND label all forms in the following order:

Graduate Travel Application Checklist

Release of Liability/Student Code of Conduct

Student authored letter of Travel Justification

Faculty Advisor Letter of Support

Conference Confirmation of Registration Receipt (if attending or presenting at a conference, workshop, etc.)

GRADUATE TRAVEL



How To Access Owl Central Travel Forms:

- FAQ #5 has the link to begin your application process



Activity and Service Accounting and Budget Office

Home News About Events Roster Gallery Documents **Forms**

Forms

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Showing 1 - 10 of 10



INTERNATIONAL TRAVEL

- International Travel is available to students and Registered Student Organizations. Appropriate University officials must approve this type of travel. If an International Travel request is in a country that is on the U.S. Department of State's Travel Warnings List, the request must be reviewed and approved by FAU's Study Abroad Safety and Security Committee and the Provost's Office. The student traveler should read and understand the Office of International Programs, Study Abroad and International Travel Guidelines available online at :

[http://fau.edu/goabroad/Safety and Security Policies for International Study and Travel.php](http://fau.edu/goabroad/Safety_and_Security_Policies_for_International_Study_and_Travel.php)

NOTIFICATION TO TRAVEL



- Requests to travel that do not require a need or request for Student Travel funding must be submitted at least **10 business days** in advance of travel using the “Notification to Travel” application form via Owl Central.

[Home](#) / [Student Government](#) / [Services](#) / [Student Travel](#) / Student Government Travel

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STUDENT TRAVEL APPEALS

- A student may submit an appeal if a travel request or travel reimbursement was not approved, if the person proves they met the minimum credits and/or GPA requirement **at the time of the application** or if the person can provide proof that there was an **error in the processing of the application**.

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Home News About Events Roster Gallery Documents **Forms** Elections Manage ▾

Forms

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Showing 1 - 10 of 10



STEPS FOR REIMBURSEMENT

- After traveling, **each student** seeking reimbursement should complete a “Request for Travel Reimbursement” form via Owl Central within **10 business days** of completion of travel.



Activity and Service Accounting and Budget Office

Home News About Events Roster Gallery Documents **Forms** Elections Manage ▾

Forms

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Showing 1 - 10 of 10



STEPS FOR REIMBURSEMENT

- Requests for Reimbursement must include the following:
 - Travel Expense Justification Form, click [here](#) to download
 - Award Letter
 - Proof of Conference attendance – Name badge **AND** Conference Agenda or Program
- If proper reimbursement paperwork is not turned in via Owl Central within 10 business days of completion of travel, expenses will not be reimbursed.
- A student can **only** seek reimbursement for expenses authorized by the Student Travel Committee – specified on the travel Award Letter.