Date Stamp: ________________________________________________ (for office use only)

FILL IN ALL BLANKS. MISSING INFORMATION 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

1. Student Name:___________________________________________               Z#:__________________________________________________

2. Departure Date: _________________________________________  Return Date: _______________________________________

3. Conference Name: _____________________________________________________________________________________________________

4. Location: ________________________________________________  Dates of Conference:_______________________________

5. Please fill in the following:
   a. # of Graduate Credit hours for application semester :    _____ Boca    _____ Davie    _____ Northern
   b. College: ________________________________  c. Major: ________________________________
   d. Status (Check one) Masters   [ ]   Doctoral   [x]   Specialist   [ ]
   e. If you are a Doctoral student, are you 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Attending/Presenting</th>
<th>Author/Presenter Status</th>
<th>Sharing Hotel?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Owsley Burrows</td>
<td>Presenting</td>
<td>Secondary Author</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*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 GPSAAB Travel Committee approved amount.

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.
   c. I will be **attending** a conference related to my area of study.
8. **Type of travel:**
   - a. Day Travel (not overnight)
   - b. Out of state
   - c. In state (overnight)
   - d. International

9. I understand that **direct deposit/ACH** established with FAU is a prerequisite to receive funding. Initials: 

10. 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://www.fau.edu/sg/graduate%20student%20travel.php](http://www.fau.edu/sg/graduate%20student%20travel.php). Initials: 

11. **I understand that GPSA funds a maximum of 80% of my total eligible expenses listed on my Request to Travel Form to travel up to the maximum amounts listed on the below chart.** Eligible expenses include registration fee, airfare (not membership fee), public transportation within city, rental vehicles through AVIS, rental vehicle fuel & parking, and lodging costs. I have read and understand the Controller's Manual on Travel [http://www.fau.edu/controller/travel/travel_p_p.php](http://www.fau.edu/controller/travel/travel_p_p.php).

<table>
<thead>
<tr>
<th>Travel Type</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International travel, Alaska &amp; Hawaii, Presenting</td>
<td>Maximum $800</td>
</tr>
<tr>
<td>Out of State travel, Presenting</td>
<td>Maximum $600</td>
</tr>
<tr>
<td>In State travel, Presenting</td>
<td>Maximum $400</td>
</tr>
<tr>
<td>Attending or Secondary Author Presenting</td>
<td>Maximum $200</td>
</tr>
</tbody>
</table>

Initials: 

12. **I understand that detailed itemized receipts must be provided for all eligible expenses for which I am requesting reimbursement.** I must also bring my boarding pass and e-ticket with costs (airfare), proof of attendance at conference (name badge, program, etc.), itemized hotel bill, conference registration receipt with cost, rental vehicle fuel receipts, local public transport receipts, and Expense Justification Form to my reimbursement meeting. I understand that I have 10 business days to set up an appointment with the Administrative Coordinator and have all completed documentation or I forfeit my reimbursement. Initials: 

13. I understand that booking through **discount travel agencies** (i.e. Expedia, Orbitz, Travelocity, Booking.com, etc.) may put me at risk for not receiving a reimbursement because hotels generally cannot provide itemized receipts if you book through a discount travel agency. Initials: 

14. **If requesting a rental car,** I understand that I must make a reservation with AVIS for a compact car (if requesting a larger vehicle you must provide justification and it must be approved) using the FAU confirmation code B133418, turn in a roster with Z numbers of all students in the car, turn the reservation into GPSA with my application, make an appointment to get my approved TAR from GPSA, and then pick up the voucher from the Controller a minimum 2 days before travel. Initials: 

15. I understand all of the **eligibility** requirements as per the Travel Policy and consider myself eligible to receive travel funding. Doctoral students w/ 1 dissertation credit must file a Form 10. Initials: 

16. I understand that **the deadline for complete applications to be turned in is a MINIMUM of 5 WEEKS prior to departure** (different than the 4 week university wide minimum). Any applications with missing
materials must be complete within 5 days of notification or the student’s application will not be considered. 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: ____________________

17. I understand that I can **submit my travel application using any of the following methods**, but it must be received by GPSA by the deadline. If using methods c, d or e it is the student’s responsibility to ensure it gets to the Administrative Coordinator by the deadline. Methods of submission are listed in descending order of preference. Initials: ____________________

a. Turn into the GPSA Administrative Coordinator in Room 234 of the Boca Raton Student Union
b. Email to gpsatravel@fau.edu
c. Turn into SG Office Room 215 of the Boca Raton Student Union
d. Fax to 561-297-3771
e. Mail to 777 Glades Road Bldg 31 Room 234 Boca Raton, FL 33431

18. I understand that **applications are submitted during the Travel Periods** listed below. Each period is allocated a certain amount of funding. I understand that applications may not be submitted until the below specified dates for each period and it is recommended that I turn in applications as early as possible since funding is limited. I understand that due to the high volume of applications submitted at the beginning of an application period, I may not hear a response from GPSA for 2-3 weeks, but I may contact them to inquire about the status of the application. Initials: ____________________

### Fiscal Year 2013-2014 Travel Periods

<table>
<thead>
<tr>
<th>Period #</th>
<th>Beginning of Application Period/First Date Applications will be accepted...</th>
<th>...If Date of Departure lies within one of the following months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 14th, 2013</td>
<td>July-September 2013</td>
</tr>
<tr>
<td>2</td>
<td>September 14th, 2013</td>
<td>October-December 2013</td>
</tr>
<tr>
<td>3</td>
<td>November 14th, 2013</td>
<td>January-March 2014</td>
</tr>
<tr>
<td>4</td>
<td>February 14th, 2014</td>
<td>April-June 2014</td>
</tr>
</tbody>
</table>

19. Total cost of eligible expenses (same as Total Cost of Travel on Request to Travel form): ____________________

20. Please describe how you plan to fund your trip by placing amounts in the below columns. Be as specific as possible. Attach a 2nd sheet if necessary.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>GPA</th>
<th>Personal</th>
<th>Faculty p-Card</th>
<th>Department</th>
<th>Conference Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Public Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
21. Please include AND label all forms in the following order (This form → Request to Travel → etc.):

- Graduate Travel Application Checklist (This form)
- Request to Travel Form with Faculty Signature
- Release of Liability/Student Code of Conduct
- 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 and the date the Administrative Coordinator will receive it.
  - If you are not requesting GPSA to pay for your registration, you must still show proof of registration.
  - This is NOT a screenshot of you filling out an online form which was not submitted. This is also NOT a registration form with your name filled in.
- Proof of Presenting (if presenting)
  - Official email 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
  - AVIS Confirmation of Reservation with total cost
  - Local Public Transportation (taxi and shuttle service) quote or receipt

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

Kori Padron, GPSA Administrative Coordinator/Travel Chair
gpsatravel@fau.edu 561-297-1170