Graduate Travel Application Checklist

Cover of Application Packet

Are you applying as: an individual student □ a Student Organization □

Student Name or Student Organization Name: ____________________________________________________________________________

If travelling as a Student Organization, how many students will be travelling total? __________

Specify type of travel: Day travel (not overnight) □ In state (overnight) □ Out of state □

Check if you are requesting funding □ Total Amount Requested: ____________________________

Total Amount Allowed: Please check travel type and amount requested in the box below.

<table>
<thead>
<tr>
<th>Travel Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International travel, presenting/competing</td>
<td>Up to $800</td>
</tr>
<tr>
<td>Out-of-state travel, presenting/competing</td>
<td>Up to $600</td>
</tr>
<tr>
<td>In-state travel, presenting/competing</td>
<td>Up to $400</td>
</tr>
<tr>
<td>All travel, attending only</td>
<td>Up to $200</td>
</tr>
</tbody>
</table>

Check if you are soley requesting travel approval (funding obtained outside of University Travel Committee) □

Purpose of Travel: Presenting □
Competing □
Attending □

If presenting or competing, please attach a letter confirming your invitation or some other proof □

Follow steps (1-7) below for completing the travel application process. Start this process 5 weeks in advance of your departure date.

1. Read the Student Travel Policy prior to submitting your application and look up all required travel forms. All policies/forms can be found online at: [http://www.fau.edu/sg/sgtravel.php](http://www.fau.edu/sg/sgtravel.php) □ Yes

2. Complete the following two forms
   a. Student Travel Code of Conduct (1 per student) □ Yes
   b. Request to Travel Form (1 per student-complete with documentation to confirm all costs & Advisor(s) signature) □ Yes

3. Copy of Conference/Event Confirmation or Registration (if applicable) □ Yes

4. Create cover letter authored by student justifying benefits of travel □ Yes

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5. Submit letter of support from faculty/advisor
6. All student travelers have set up direct deposit through MyFAU

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you received, or are you requesting funding from any other department/funding board of the University? If Yes, please specify amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Amount: __________

7. **No later than 4 weeks in advance of date of travel** turn travel packet (including this checklist as cover page) into GSA either via email at gsa@fau.edu or delivery to room 234 Student Union, Boca Raton campus. Make a copy for yourself!

|                   | Yes |

AT LEAST 2 WEEKS in advance of TRAVEL

**UPON RETURN FROM APPROVED TRAVEL:**
NO LATER THAN 10 business days after you return ALL receipts and travel documentation must be turned in to the Student Government Office. Below is the breakdown what should be included in documentation for reimbursement purposes.

**ALL RECEIPTS SHOULD BE ITEMIZED**

- Proof of attendance at the conference/competition
- Saved itinerary and a copy of the air travel ticket or e-ticket with a detailed breakdown of fare information AND all boarding passes
- Saved conference registration receipt and detailed conference program or tournament registration
- Saved detailed hotel bill itemized for room charges, taxes, and other services (indicating charges that have been paid)
- Original receipts from any car rental/public transportation services

|                   | Yes | Yes | Yes |

Applicant notified by Student Affairs if they are approved