

Date Stamp: _____ (for office use only)

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 2017-2018 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 GPSAAB 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.

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 completed 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 only **submit my travel application online on OWL Central**, but it must be received by GPSA by the deadline. Initials:

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:

19. Total cost of eligible expenses: _____

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

21. 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
- ✓ 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/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
 - AVIS Confirmation of Reservation with total cost and roster with Z numbers of those traveling
 - 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

**, GPSA Administrative Coordinator/Travel Chair
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