The following policies were developed and approved by the GSMCA and the Graduate Committee:

1. Both masters and Ph.D. students will be eligible equally for conference funding.
2. One student on an accepted paper will be funded as long as funds are available.
3. In the case of a multi-authored paper, the student authors must decide which author will request college funding to attend the conference.   In the case that the authors disagree about who should be funded, authors may appeal to the Graduate Committee.
4. The parameters for funding are: $500 per fiscal year to support travel to a national (or international) conference, $150 per fiscal year to support travel to a regional (or national/international) conference.
5. Students must be registered and in residence as full-time graduate students in the college at the time the paper is presented.
6. UF travel policies must be followed

Also, you must:

- Submit a copy of your acceptance letter/ email with your Travel Award Form.

- Submit letter/s from any department that states it will help to fund your trip along with your Travel Award Form. If additional money is given after the Award Form is submitted, you must submit the letter at least a week before your appointed travel date.

- Submit all original itemized receipts.   Reimbursement will be made for things such as lodging, airfare, and *your own meals* (max. $36/day)

- Include the <u>original</u> airfare receipt and boarding passes, your rental car invoice and your hotel bill, even if neither of these is being used as the basis for reimbursement.   Evidence of extravagant expenditure will nullify this award.

- Receipts must be turned in by the 15th of the following month.

- Submit a copy of the conference program. Copy should include cover page, conference schedule and page showing your name as a participant.

We are committed to supporting graduate student success by supporting travel to the maximum extent the budget allows.   We feel it is important to you as well as to the College, to continue funding your conference travel to present your research to national audiences.   We hope that these guidelines will enable us to support the broadest range of student work possible during the present budget limitations. (Please remember that some conferences try to help with graduate student travel and offer small grants for that purpose. GSA and the Graduate School offer travel money as well.)

Other travel grants at UF are available from:

- The Graduate Student Council (http://ufgsc.org/)

- The Grad School (http://graduateschool.ufl.edu/finances-and-funding/travel-funding)

Highlights of the University of Florida's Traveler Policies

Please note that these are not the complete UF travel policies, which can be found at http://fa.ufl.edu/uds/

Trip Preparation- All travel must be approved in advance

Travel Authorization (TA)

Traveler's supervisor must authorize travel. Please note, just because the University rules may allow the expense, does not obligate the grant or supervisor to pay it. .

Package Deals will not be reimbursed - since package deals do not break down the actual cost of each component they will not be reimbursed.

Combining personal trips with business travel (especially if on different tickets or not in English), risks that expenses may not be reimbursable, even up to the grant amount. Please ask Lylly how to handle this **BEFORE** your travel.

Registration Fees - NOTE Email confirmation is not enough!

Registration fees reimbursement requires all the following:

- Proof of payment
- Breakdown of charges (other than payment amount) such as copy of the registration form
- Copy of the agenda
- Notation of all meals provided (or not provided) by Conference or Hotel

Transportation: *** Tip – check for any grant requirements to use domestic carriers, etc. ***

- Traveler is to use the most economical means of transportation
- Only coach/ economy is allowed on flights, trains, or bus

   Rental Car:

   Enterprise/National is the state rental car provider and must be used if available. A justification is required if Enterprise is not used or a car larger than a compact class "B" is rented or insurance is purchased.   To make a reservation, call the State of FL Reservations & Customer Service at 1-877-690-0064 and reference Account Number 43A3255. Or, visit http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UNIFL to begin your reservation.   Please be sure to bring your UFID AND a UF paystub to get UF rates.

   Gas receipts must be kept and turned in for reimbursement. Receipts for rental cars and state vehicles must have the vehicle or rental contract number. If used in a private vehicle, please note mileage for trip on receipt.

Trip Expenses

Mileage for private auto:

The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be approved if it can be proven to be the least expensive option. Mileage **shall be computed on the basis of the current map of the Department of Transportation and reimbursed at** current university rate, with prior written approval of supervisor. Vicinity mileage necessary for the conduct of official business is allowable but must be shown separately.

Lodging:

Receipts are required for lodging. Actual expenses for lodging are to be substantiated by paid bills itemizing the single room rate and taxes. Ask the Hotel to split the room receipts to indicate single occupancy cost when multiple occupants. If it reflects multiple occupancy, amount reimbursed will be decreased proportionally. Each traveler should provide their own hotel receipt.

Foreign Travel:

Same rules apply except:

1) Enterprise/National contract is not valid outside Continental US

2) Receipts must be provided

3) Travelers should read appropriate US Dept. of State advisories: http://travel.state.gov/.

4) Medex (emergency evacuation insurance) is advised for all travelers, students are required to have a certain level of insurance. Please see the International Center for details.

Remember these are not our rules, these are the rules to get you reimbursed.