

REQUEST FOR CJC COMPETITIVE TRAVEL AWARD

Please submit with attached Confirmation of Acceptance at least one month before travel.

Email:	UFID#:
Last name:	First name:
Date of the conference:	Award Requested: \$500 <input type="checkbox"/>
Title of the accepted paper/poster:	
Co-Authors of the above paper: (if sole author, please enter "none")	
Name of the conference: (no abbreviations please)	
Location of the conference:	
May we highlight your paper and/or awards on our social media accounts? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you received both student travel awards since July 1 st ? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What type of expenses do you expect to cover with your award?	
I have read the Competitive Award Rules and Travel Policy Overview and will register for the conference as a UF student <input type="checkbox"/>	
Signature:	Date:
Emergency Contact: (who is not traveling with you)	
Name:	Relationship:
Phone:	

IMPORTANT THINGS TO NOTE: REVIEW TRAVEL POLICIES

- ✓ **GatorGrad Care or Gatorcare insurance must be registered for all international travel. Please check: <http://www.ufic.ufl.edu/TravelStudents.html>.**
- ✓ **Email Confirmation of conference registration is not sufficient for reimbursement.**
- ✓ **"Package Deals" must be broken down to show actual expenses for flight, car and hotel.**
- ✓ **If sharing lodging expense, please fill out the "Shared Hotel Sheet".**

CJC Competitive Travel Award Application

The Competitive Travel Award is an opportunity to request additional travel funding within the fiscal year after your College Travel Awards have been fully utilized. Travel must be to attend a major communication conference. Priority will be given to papers with awards or honors.

- Both master's and Ph.D. students will be eligible equally for travel funding.
- Awards will be granted based on funds availability.
- Only one of the authors/co-authors on an accepted paper will receive the travel award.
- In the case of a multi-authored paper, the 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. The selected author must submit an electronic travel award request to Ms. Rodriguez and copy the rest of the authors on the email.
- Both the \$500 and \$150 College Travel Grants must have been already used in the fiscal year. The Competitive Travel award cannot be combined with the College Travel awards on the same trip.
- Students must be registered and in residence as full-time graduate students in the college at the time, the paper is presented, and the student must attend the conference.
- UF travel policies must be followed -<http://www.fa.ufl.edu/directives-and-procedures/travel/>.

Required Support Documentation and Regulations:

- A copy of your acceptance letter/ email with your Competitive Travel Award Application Form a month in advance of travel. All travel must have prior approval.
- If applicable, letter/s from any department that states it will help to fund your trip along with your application. If additional funding is given after the application is submitted, you must submit the letter of support at least a week before your appointed travel date.
- Proof of registration rates must be submitted if claiming registration costs for reimbursement. Proof of payment for registration is documentation you paid that much, you must also include documentation of registration rate costs and a notation of any meals provided by the conference must be included. (They want to make sure you are not getting reimbursed for the optional social outings, etc.).
- All original itemized receipts must be submitted. Reimbursement will be made for things such as lodging, airfare, and *your own meals* (max. \$36/day). Please do not submit receipts for food, your reimbursement will be calculated based on your airfare itinerary, meals provided at the conference and UF meals reimbursement policy.
- For package deals, you must submit documentation that proves the package price is cheaper than the individual purchases.
- Original airfare receipt and/or Enterprise rental car invoice (unless it is documented that Enterprise does not render services at the location of the conference) and your hotel bill, even if these expenses will not be reimbursed, must be submitted. It is proof of travel dates/times. Evidence of extravagant expenditure will nullify this award.
- All rental cars must use the state contract and follow all policies, including that the car must

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be a compact or smaller unless a larger car is justifiable.

<https://procurement.ufl.edu/contracts/rental-vehicles/>

- Receipts must be turned in within 30 days of the conference end date or award is canceled.
- The complete conference program/schedule must be submitted. PDF files are acceptable but it must be the full schedule of the conference, not just a copy of your presentation schedule. Please submit a copy of the program cover and the page on which your presentation is listed.
- If you have elected to include personal/other travel with the conference attendance or you will have a guest traveling with you, please consult staff before booking travel for appropriate policies and procedures. Please note that not following the procedures may result in non-reimbursement.
- In case of shared lodging with colleagues, the shared lodging form is required. If the folio is not in the traveler's name, please note that proof of payment among the guests must be provided along with the form (check number, date, amount, made to, screen shot of electronic payments, etc. It is strongly recommended to avoid cash payments, in this case, and affidavits signed by both students will be required. In addition, the guests must state if they are UF students/employees and if they will be claiming their part of an expense report.

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 or international audiences, while at the same time we must follow UF Policies and Procedures. 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. Division of Sponsored Programs, the Graduate School and the Graduate Student Union offer travel funding as well.

Additional Notes:

Rental Car – Enterprise/National is the state rental car provider and must be used if available within the continental US., 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 for a private vehicle, please note mileage for trip on receipt.

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 there are 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) Travelers are required to register with the International Center before traveling
- 2) Travelers should read appropriate US Dept. of State advisories: <http://travel.state.gov/>.

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