

CJC Doctoral and Research & Theory Graduate Student Travel Policy

Applies To: Doctoral and Research & Theory students enrolled in the UF College of Journalism and Communications.

Travel to conferences, symposia, and special research opportunities is essential for the professional development of our graduate students.

Annual amount, pending availability:

- Each doctoral student can receive up to \$500 for two travel awards for a total of \$1,000 a year for the four-year program (Fall, Spring, Summer). Up to one award over the four years may be for professional development. Unused funds will not roll over.
- Each Research & Theory student can receive up to \$500 for one travel award for the two-year program.

CJC doctoral and Research & Theory students are eligible for travel support if:

- They are currently enrolled and in good academic standing.
- Travel is directly related to their academic program, research, or professional development.
- Travel has received prior approval from the Graduate Studies Division and chair (for professional development). Professional development is when a graduate student is not listed in the program as having a presentation, a poster, or as a discussant, or a moderator. It can also be to learn a new skill or gain industry insight.

An [application form](#) must be completed a minimum of 30 days before travel and documentation from travel is due within 30 days after travel. See the Handbook for details on the process.

CJC Doctoral and Research & Theory Graduate Student Travel Grant Procedures

NOTE: If you have any questions during ANY of the below steps, please contact Rachel Carpenter at: carpenter.rachel@ufl.edu

1. **Submit a [Travel Request Form](#)** to the Graduate Division at least 30 days before the travel dates (or as soon as you receive invitation to present).
 - Enter all required information into the form.
 - It's okay if the start and end travel times change once you purchase your flight, this just gives us an idea of what you are planning.
 - If you plan to also include personal travel on the trip, please include the dates of personal travel in the "Other Comments" section – we mostly need to know the dates that will be for personal travel.
 - Your Official UF Home Base is "Weimer Hall"
 - Select "Yes" if you have funding from someone else like a Department or another grant. Then, note this in the "Other Comments" section – include who and how much.
 - Under Anticipated expenses please enter amounts in whole numbers for each of the categories that apply to you. It's okay to include everything here – but note you only get up to \$500 per trip.
 - For PCard, enter "No."
 - If you are using your CJC Graduate Student Travel Grant, the funding source will be "Graduate Student Travel Grant."
 - Attach a copy of your acceptance letter/email for the conference you will be attending.
 - Under other comments you must add:
 - "I understand that the travel grant will only cover up to \$500 of the travel costs associated with this request. All costs above \$500 will be my responsibility."
 - Personal travel details – if any
 - Other funding details – if any
 - For Office – Travel Contact, select "Graduate Division"
2. **If your trip includes travel outside the US**, you must register with the University International Center (UFIC). Go to the [UFIC Online Travel Registration page](#) and click the orange box at the bottom titled "International Travel & Insurance Registry." Once you do this, send your registration PDF to carpenter.rachel@ufl.edu so she can include it with your Travel Authorization Request (TAR). Your TAR will not be processed without confirmation of registration (details in number 4 below).

In addition, if you are traveling outside the UF with any UF-owned equipment (laptops, cameras, tablets etc.), contact carpenter.rachel@ufl.edu.

3. If you are traveling for **professional development**, you will follow all the same procedures, but you must also have your chair/advisor send an email to carpenter.rachel@ufl.edu indicating that they approve this trip as your one allowed professional development trip.

4. Once your Travel Request Form is submitted, you will need to complete a **short [training](#)** to get access to the UFGO (our travel system).
5. After you complete the training and/or have access, please make sure your **UFGO account** is set up correctly by:
 - Check the “greyed out” information. If any information is incorrect, please contact [UF HR](#) to request changes and/or updates.
 - Please follow these [instructions](#) to set up a delegate to use your CJC Graduate Student Travel Grant, you will need to make Rachel Carpenter carpenter.rachel@ufl.edu a delegate (there are three Rachel Carpenters at UF so make sure you have the correct one by entering this email!).
 - Assign all delegate permissions to Rachel so she can complete the required processes.
 - Notify her by email when this step has been completed.

Important!

- Rachel will set up a Travel Authorization Request (TAR) in UFGO for you with all the appropriate information that you provided in your Travel Request Form.
 - Rachel will notify you when your TAR is ready to submit.
 - Do NOT book your trip until you receive notification from UFGO that Dr. DiStaso has approved your TAR.
 - You will be responsible for covering the travel costs when you book it. You will not be using a PCard or Air card.
 - If you will be using airfare, a rental car, or a non-conference booking hotel for reimbursement, this must be purchased in UFGO. If you need assistance please contact Rachel.
6. **Within 15 days of return**, email carpenter.rachel@ufl.edu original itemized receipts for reimbursement.
 - This can include lodging, airfare, conference registration, and rideshare costs up to the travel grant award amount of \$500.
 - Include the original airfare receipt (must be purchased through UFGO) and/or rental car invoice (must be made in UFGO) and hotel bill (must be made in UFGO unless using a conference hotel). It's a good idea to include it all and we will process what works best to reimburse up to \$500.
 - Also, include a link to the conference program.
 - Rachel will upload these receipts in UFGO so that a reimbursement can be processed. Once this step is completed, **she will email you to submit the expense**. It will then go through the approval process for reimbursement.