

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 are essential for the professional development of our graduate students.

Note: If you have questions at any point in the process, contact Anna Hayden at annahayden@ufl.edu or stop by Weimer 2019

Annual travel Funding Allowance

Doctoral Students

- Eligible for up to two travel awards per year, with a maximum of \$500 per award.
- Maximum funding of \$1,000 per academic year (Fall, Spring, Summer).
 - Students may be eligible for additional funding through multiple paper recognition at select conferences.
- Up to one award during the four-year program may be used for professional development.
- Unused funds do not roll over.

Research & Theory Students

- Eligible for one travel award of up to \$500 during the two-year program.
 - Students may be eligible for additional funding through multiple paper recognition at select conferences.

Multiple Paper Recognition

Ph.D. and Research & Theory students who have more than one paper accepted for presentation at certain conferences* are eligible to receive an additional \$500 award for each paper accepted.

- 1 accepted paper = \$500
- 2 accepted papers = \$1,000
- 3 accepted papers = \$1,500

*This additional support applies only to papers accepted at:

- National Communication Association (NCA)
- International Communication Association (ICA)
- Association for Education in Journalism and Mass Communication (AEJMC)

Eligibility Requirements

- Students must be currently enrolled and in good academic standing.
- Travel must be directly related to students' academic program, research, or professional development.
- Travel must have 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.

Important Deadlines

- Travel Request Form must be submitted at least 30 days before travel (or as soon as you receive notice of paper acceptance).
- Reimbursement documentation must be emailed to Anna within 15 days after travel.

Important Considerations

International Travel

- Register through the UF International Center's International Travel & Insurance Registry.
- Send your registration confirmation to Anna Hayden.
- Contact Anna if you are traveling with UF-owned equipment.

Professional Development Travel

- Obtain approval from your chair/advisor.
- Have your chair/advisor email Anna Hayden confirming approval for the trip.

Booking Travel

- All travel arrangements (hotel/lodging/rental car) must be made through the UFGO booking tool unless an alternate tool offers a 20% savings or booking directly within the conference hotel block.
- If an alternate booking tool is used, a cost comparison must be drafted at the time of booking including screenshots of prices on UFGO and the alternate tool.

Before Travel

1. Submit a Travel Request Form

At least 30 days before travel (or as soon as you receive notification of acceptance), submit a [Travel Request Form](#).

- Complete all required fields.
- Official UF Home Base: Weimer Hall
- Anticipated expenses: Enter estimated amounts in whole numbers for each of the categories that apply.
- PCard Use: No
- Other Comments: "I understand that the travel grant will only cover up to the approved amount associated with this request. All costs above the approved amount will be my responsibility."
- Under Travel Processor, select Research/Grad Studies/Anna.
- Attach your conference acceptance letter or email.
 - If you have multiple papers accepted, please attach all letters in one combined pdf.
- If you are receiving funding from another source, indicate the funding source and amount.
- If you are including personal travel, note the dates in the comments section.

2. Complete UFGO Requirements and Login (This step is necessary only if you have never used UFGO)

- Complete UGO100 in UF's MyTraining module to gain access to UFGO (UF's Travel System)
- Using your GatorLink credentials, login to UFGO at www.concursolutions.com
- UFGO is the platform that all travel (flights, hotels) must be booked through. If you need any assistance using the UFGO booking tool, visit procurement.ufl.edu and select "Travel Directives" from the banner.
- Anna will prepare your Travel Request and notify you when it is ready for submission.

Do NOT book any travel until you receive notification that your request has been approved by Dr. DiStaso.

During Travel

Save itemized receipts for:

- Airfare
- Hotel/Lodging
- Conference Registration
- Rideshare/Taxi Services
- Parking

As a general guideline, UF only reimburses the most economical option for air or ground travel. Any "Other" or "Extra" charges on receipts must be justified, even if the charge is as small as \$1.

Meal Allowance

Students are eligible for a flat-rate meal allowance of up to \$36 per day:

- Breakfast: \$6
- Lunch: \$11
- Dinner: \$19

You do not need to save meal receipts. If any meals are provided by your conference, meeting, or event, they must be deducted from the daily allowance. Keep track of any meals provided.

Transportation

Rideshare/Taxi:

- Tips up to 20% are reimbursable.
- Must book lowest cost option.

Personal Vehicle:

- Non-Campus mileage and airport parking is reimbursable.

Lodging

Allowable Expenses: Room rate, taxes, internet, parking, business-related phone calls.

Not Reimbursable: Room service, mini bar purchases, movies/entertainment, extra guest accommodation, early check-in fees, other personal expenses.

Be sure to visit the checkout desk upon departure to request an itemized receipt and pay any personal charges separately.

After Travel

Within 15 days of returning from travel, email the following to Anna Hayden:

- Itemized receipts for all expenses up to your preapproved travel grant award amount. This can include:
 - Airfare (Must be booked through UFGO unless an alternate tool offered over 20% savings.)
 - Lodging (Must be booked through UFGO unless an alternate tool offered over 20% savings or booking directly within the conference hotel block.)
 - Conference Registration
 - Rideshare costs
 - Rental Car (Must be booked through UFGO unless an alternate tool offered over 20% savings.)
 - Costs relating to poster presentation.
- Please include justification comments for any extra charges on receipts.
- Conference program link
- A list of any meals that were provided by the conference/sponsors/department/etc...

Anna will upload these receipts to UFGO and notify you once your report is ready to submit. Once submitted, it will go through the college processing queue for approval and payment.

Note: Travel expenses may only be reimbursed once the travel end date has passed.

If you have any questions about what to book, how to book, or the status of your reimbursement, contact Anna Hayden at annahayden@ufl.edu or stop by Weimer 2019

Questions at any point in the process? Contact Anna Hayden at annahayden@ufl.edu or stop by Weimer 2019