

GPSC Travel Funding Tutorial

- ▶ Overview of GPSC Funding
 - [Eligibility](#)
 - [Conference Funding](#)
 - [Professional Development Funding](#)
 - [Research Funding](#)
 - [Application Materials](#)
- ▶ Funding Example and Walkthrough
 - [Conference Funding](#)
 - [Professional Development Funding](#)
 - [Research Funding](#)
- ▶ After Applying
 - ▶ [Before you Travel](#)
 - ▶ [Appeals](#)
 - ▶ [Post-Travel Documents](#)
- ▶ [More Information about GPSC](#)

Part I

Overview of GPSC Funding

1.A. Before Applying - Check your Eligibility!

1. You must be a degree-seeking graduate, law, or medical student enrolled at graduate or professional level academic department during and after the semester of the event and paying A&S fees.

Note: If you're receiving tuition reimbursement from FIU, you may be ineligible due to A&S fees being waived and will be required to submit proof of A&S fees payment.

2. You have NOT received funding within the current **GPSC funding year (June 1st - May 31st)** and you are NOT receiving funding from another A&S-funded student organization for the same event.

Note: Applying to both GPSC and SGA Appropriations Committee or any other organization using A&S Fees at the same time is considered double-dipping.

3. You are planning to travel to a country that has diplomatic relations with the government of United States.

Please visit their website for the current list:

<http://www.state.gov/j/ct/list/c14151.htm>

1.A. Before Applying - Check your Eligibility!

4. You cannot be receiving credit toward your degree or any other certification for the event.

e.g. Internship/Practicum, Study Abroad, Continuing Education, etc.

5. Your date of travel is **at least** 5 weeks (35 days) away.

- ▶ To ensure that you receive notice in time to have your travel authorization approved, to purchase your ticket, to register for your event, a five-week (35 days) deadline from first date of travel must be and is enforced.
- ▶ Why is there a five-week (35 days) deadline from first date of travel?
 - It could take up to three weeks from when you submit a request to receive a final decision from the GPSC as we receive a high volume of requests.
 - A minimum of two weeks is needed for a travel authorization to be created, submitted, and approved prior to travel.
 - If there is an error with your application, there is time to fix the error.

1.B. What GPSC Reimburses

1. Early bird conference registration fees
2. Abstract submission fees (if applicable)
3. Lodging (up to \$300) for conference presenters only
 - ▶ All students sharing a room must submit their OWN receipt (i.e., with student name) showing the individual amount spent.
4. One mode of primary transportation only
 - ▶ **Airfare or rail** (including taxes & fees, but not first class, seat reservation fees or baggage): Must submit quotes even if flight has already been purchased. Need to justify the amount of purchased flight (e. g., picked flight because of class times, etc.).
 - ▶ **Rental car & gas** (no insurance fees can be funded): Must submit gas receipts for reimbursement, quote must be generated from MapQuest Gas Calculator. **No vicinity travel reimbursement** (travel < 50 miles).
 - ▶ **Mileage** (if driving own car only, based on 0.445 per mile, not to exceed price of round-trip airfare to destination): **No vicinity travel reimbursement** (travel < 50 miles).

1.B. What GPSC Reimburses

5. Rideshare to and from airport.

- ▶ If funding allows, students may receive reimbursement for a rideshare to and from the airport.
 - Rideshare to the airport for flight to the conference must depart from the applicant's home, or the university.
 - Rideshare to the airport for Miami must depart from the conference hotel or lodging student is staying.
 - If you are departing from another location, please include a memo explaining.
 - Screenshots are acceptable for funding application. However, you **MUST** submit receipts from the rideshare app that includes headers/footers for reimbursement and post-travel documents.

1.B. GPSC Funding Categories

Funding must fall into one of the following three categories:

1. Conference Presentation Travel

- ▶ Lead presenter for oral or poster presentation
- ▶ Up to \$500 for Domestic Travel; Up to \$700 from International Travel

2. Professional Development Travel

- ▶ Any non-presenting authors, workshop/seminar participants, etc.
- ▶ Up to \$300

3. Research Travel (Master's Thesis/Doctoral Dissertation Research only)

- ▶ Student collecting Master's or Dissertation data outside of FIU
- ▶ Up to \$500 for Travel

**amounts subject to change due to budget restrictions and changes to FIU policies. Please check GPSC/UGS communications and gpsc.fiu.edu for up-to-date numbers. For more information, please email the GPSC Chair at gpscchair@fiu.edu or GPSC at gpsc@fiu.edu*

i) Conference Funding

- ▶ Provided for active participation in an event, such as being the presenting author at an oral or poster presentation.
 - For poster presentations, one student per presentation will be funded.
 - For oral presentations, all presenters must provide documentation proving presenter status.
- ▶ You may submit your GPSC request before you receive acceptance to the conference. Please submit proof of submission.
- ▶ For registration fees, GPSC will only cover early bird registration amount for the conference (included within the \$500/\$700 limit)
 - Membership fees will not be covered by GPSC funding. If early bird registration and membership fees are only purchasable together, please submit a memo explanation and it will be covered by GPSC.

ii) Professional Development Funding

- ▶ Any non-presenting authors, workshop/seminar participants, etc.
 - The amount allotted to a student for either **domestic or international travel** is no more than \$300.
 - May include participation in a conference, workshop, symposium, etc. in a more substantive role (e.g. panel discussion, workshop organizer, leader, etc.)
- ▶ For registration fees, GPSC will cover early bird registration amount for the conference (included within the \$300 limit)

iii) Research Funding

- ▶ We are proud to facilitate travel funding which will help students conduct their research endeavors.
- ▶ Master's Thesis or Dissertation Proposal approved by UGS, or documentation proving that the student will in fact be conducting fieldwork outside the vicinity to gather data for their research.
 - Travel costs reimbursed up to \$500

1.C. Application Documents

1. Faculty advisor email

- ▶ After you submit your application, your advisor will be notified of your application. If your advisor does not approve of your travel, they must notify GPSC. If your advisor does not approve of the travel, you will not receive funding.
 - ▶ You must put down your advisor's FIU e-mail address in the online form or else they won't receive a request to submit the letter.

2. Documentation in support of your budget (*e.g., airfare, lodging, registration, etc.*)

- ▶ The quotes should be for the lowest possible price given your event and class schedule.
 - ▶ Failure to provide the correct information (e.g. requesting \$500 for a flight when the lowest price is \$200) without a reasonable cause, will result in the rejection of your application.
- ▶ When budgeting: Per FIU Travel Policy, domestic travel must occur within 24 hours (foreign travel: within 48 hours) of event start and end dates AND travel destination must be within 50 miles of conference location.

1.C. Application Documents

- ▶ All documents must be submitted as a PDF.
 - All PDFs must have internet headers and footers showing they were printed directly from the internet.
 - Copy/paste, cropped, zoomed-in documents are NOT accepted.
 - E-mails printed from an e-mail application such as Outlook or Apple mail will not be accepted. You will need to print from your e-mail provider's webmail.
 - Screenshots must include the entire screen shot, including task bar.

1.C. Application Documents

- ▶ For transportation quotes:
 - Must submit a list of quotes with dates that match proposed travel dates (24 hours (48 hours international) before and after event dates).
 - **Gas mileage request:** print out a map (e.g., MapQuest) with the complete itinerary, showing the total mileage for the trip. Point of origin and destination must be included in the map.
 - **Car rental:** requests must be for a compact car.
 - Car rental gas requests must be generated from **MapQuest Gas Calculator**.
 - The GPSC reimburses only one person in group travel for car transportation.
 - i.e., traveling by car with 3 people, only one person will be reimbursed for mileage.

Part II

Funding Work through with Examples

2.A.


Conference Funding Work
through with example

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

By signing below, I affirm that I read and understood all of the above and have viewed and understood the GPSC Travel Fund tutorial found at [gpsc.fiu.edu](https://webforms.fiu.edu). *

[Draw](#) or [Type](#)



I understand this is a legal representation of my signature.
[Clear](#)

Save my progress and resume later

- To begin, open the webform, read all instructions, and **sign** that you have read the instructions.
- You may save your progress for later by checking the “Save my progress and continue” at any time.
- Click “Continue” to keep filling out the application.

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Select “Conference Presentation” to load the appropriate sections in the application.
- Fill out your contact information, including your employment at FIU
 - FIU employees may receive tuition reimbursement, and therefore will not pay A&S fees. These students are not eligible for GPSC funding.
- Select Yes/No if this is your first time applying to GPSC. Students in their last year may be eligible for two funding opportunities in their last year.
 - Note: Due to budget cuts, this option is paused until the end of Summer 2024.

Request Type
If you are unfamiliar with the application process, please visit [gpsc.fiu.edu](https://webforms.fiu.edu) and view the funding workshop presentation

Please choose which type of funding you are requesting *

Conference Presentation

Research

Professional Development

Contact Information
Please fill out your contact information where we can best reach you.

Name *

Roary Panther

First Last

Panther ID *

1234567

Must be 7 digits. Currently Entered: 7 digits.

Are you an FIU full-time employee (40 hours per week)? *

No

Graduate students in the last year of their study with an approved M2 Master's Thesis Proposal or Online Dissertation Milestones: Defense of Dissertation Proposal forms can receive GPSC travel funds twice in the same fiscal year. The second funding can only be requested once during your time at FIU.

Is this your second request for GPSC travel funds within the fiscal year, June 1 to May 31?
Note: Due to funding cuts, this process has been paused until Summer 2024 *

No

Student Address *

Street Address

11200 SW 8th St.

Address Line 2

City State / Province / Region

Miami Florida

Postal / Zip Code Country

33199 United States

Student Email *

roaryp@fiu.edu

Student Phone *

305 - 348 - 2000

####

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Provide the **department** based on the program you are enrolled in (not work in, if different)
- Provide your **faculty advisor** name and email.
 - Note: Your faculty advisor will receive a notification of your travel application.
- Provide the name and email of your **Travel Liaison**
 - Please contact your department for your travel liaison information.

Department Information
Please fill out your academic departmental contact information.

Department *

Higher Education

Faculty Advisor Name *

Dr. Lionel Lion

Title First Last Suffix

Faculty Advisor FIU Email *

llion@fiu.edu

Travel Liaison Name *

Terri Tiger

First Last

Travel Liaison Email *

territ@fiu.edu

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Provide the **event information** including the name of the conference and location.
- Note both the **EVENT** start and end date, as well as your **TRAVEL** depart and return date.
 - For domestic travel, you must depart from and arrive to Miami within **24 hours** of the end of the conference.
 - For international travel, this time extends to **48 hours**.
 - You must also specifically arrive in **Miami** 24 hours (48 hours for international travel), unless approved by GPSC.
- Describe the benefits this travel provides both to FIU and the State of Florida.

Event Information

Please fill out information regarding your event below.

NOTE: Per FIU Travel Policy, dates of travel cannot start earlier than 24 hours (48 hours for foreign travel) prior to the start of your event, or end more than 24 hours (48 hours for foreign travel) after the end of event.

Name of Event *

National Mascot Conference

Location of Event *

Los Gatos, CA

Event Date Start *

10 / 10 / 2024

MM DD YYYY

Event Date End *

10 / 15 / 2024

MM DD YYYY

Travel Date Departure *

10 / 9 / 2024

MM DD YYYY

Travel Date Return *

10 / 16 / 2024

MM DD YYYY

Summary of Benefits *

Please provide a summary of benefits to the State of Florida and FIU for your travel.

You must state how FIU and the State of Florida (and not just you) will receive a direct benefit.

For example: you will gain valuable knowledge from leaders in your field; knowledge will be disseminated to graduate and undergraduate students

Minimum of 36 words required. Currently Entered: 56 words.

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- You may only be reimbursed for ONE primary form of travel for GPSC.
 - **Airfare:** Must select the lowest non-budget airline price from Kayak.
 - **Rail:** The cost of train travel must be less than airfare, unless the student cannot fly. If so, please provide justification in a memo.
 - **Mileage:** Only if you are driving your own vehicle. Cost = \$0.45 x Miles.
 - You must provide a Kayak airfare quote in supporting documents even if you are driving to ensure driving is the cheaper option.
 - In this example, milage is not cheaper than airfare, and would not be accepted.
 - **Car Rental:** Please calculate gas using Mapquest.
 - Please provide the same Kayak quote as above
 - **Rideshare:** Please provide the estimated cost to and from the airport

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Airfare *
\$ 234 . 56
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Rail *
\$ 479 . 59
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Mileage *
\$ 1389 . 15
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Car Rental *
\$ 323 . 23
Dollars Cents

Gas *
\$ 212 . 10
Dollars Cents

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Budget: Registration and Abstract Submission fees
GPSC will reimburse Abstract AND/OR Registration fees

Registration Fees *

\$.
Dollars Cents

For conference presenters only, lodging up to \$300. This amount is part of the maximum request for \$500 for Domestic Travel or \$600 for International Travel *

\$.
Dollars Cents

Abstract Submission Fees *

\$.
Dollars Cents

- Provide the price of the **early-bird registration fees**
- Next, provide the **lodging cost** for just you
 - If you are sharing a room with others, split the total cost by the number of people splitting the room to get the most accurate funding.
- If the conference requires **abstract submission fees**, add them next (otherwise put 0)

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Budget Request to GPSC

Includes mode of transportation plus abstract AND/OR registration fees

Request to GPSC Total *

\$.
Dollars Cents

Are you receiving funds from other sources? If yes, please explain.

No

- Sum up all of your expenses in the GPSC form and put the total amount here
 - Note: Even though you will only receive up to the stated maximum amount (Currently **\$500 for domestic** and **\$700 international**), the full total allows for GPSC to better track how much students are paying for travel.

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

GPSC Conference Request

Fill out ONLY if you checked "Conference Presentation"

Title of Work *

Serving Panther Spirit

Author(s) *

Roary Panther, Lionel Lion

- Provide the **full title** of the work you are presenting
- List **all authors** on the presentation
- Click “Continue”

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Now you must upload all the documentation for your travel to determine the amount GPSC can allocate to you.
 - Note: **ALL** documents printed from the internet must have headers and footers (i.e., “Print to PDF” the webpages you are submitting.
- If you have been accepted to the conference, please upload this. If acceptance is via email, be sure to print to PDF the email (see sample)
 - If you have not received an acceptance letter yet, you may apply with your submission confirmation (e.g., the email confirming your submission, or a PDF of the page containing your submission.
 - If you have not received an acceptance yet, please upload a copy of your abstract that was submitted(including title and authors)
 - If you have received acceptance, the abstract is not needed.

Proof of Abstract Acceptance or Submission

Please click on the following sample to see if you have uploaded the correct document ([Letter Sample](#)) *

Select Files

Abstract

Select Files

9/20/2019

Florida International University Mail - INFORMS 2019 Annual Meeting: Abstract Acceptance Letter

FIU Panther Mail

INFORMS 2019 Annual Meeting: Abstract Acceptance Letter

1 message

To: osais@support.ctimeetingtech.com <osais@support.ctimeetingtech.com>

Tue, Jun 25, 2019 at 11:12 AM

Dear [REDACTED],

We are pleased to accept your **oral presentation** titled, **"Drone Aided Road Recovery and Relief Operation in Disasters."**

To view your official acceptance letter, please follow this link:
[\[REDACTED\]](#)

All presenters must register by **September 10th** or their submission will be removed from the program.
Register Now

You will receive your speaking date/time in early August. Please feel free to contact me if you have any further questions.

Book your Hotel Now- Rooms are going quickly!
Availability is limited so we recommend booking early. Discounted rates are only available until rooms are sold out.
<http://meetings2.informs.org/wordpress/seattle2019/venue-travel/venue>
Attendees should only book through the secure link on our website. Participants should not give credit card information to anyone who calls them on the phone or through any emails they receive, since these could contain a phony link designed to try to capture their credit card information.

Sincerely,
Cassie McKay, INFORMS Meetings Assistant

Proof of Abstract
Acceptance Email
Sample

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Next, upload the airfare quote list (we recommend Kayak) including the proper dates of travel, with no filters applied (see sample)
 - Reminder: Domestic travel can leave no later than 24 hours before the conference, and arrive to Miami no later than 24 hours after the conference ends (48 for departure and arrival for international)
 - Additionally, GPSC will only reimburse the lowest, non-budget airline fare cost.
 - If your travel dates will not be within the given timeframe, please attach a memo to the “Other Materials” section explaining this request (e.g., class schedule)
- Reminder: if you are requesting travel by rail, car, or car rental, you must still upload an airfare quote.

Airfare Quotes

Please click on the following sample to see if you have uploaded the correct document ([Kayak Quote Sample](#)) *

Select Files

5/21/2019 MIA to PDX 9/27 — 10/3 Header Present

Flights More

Round-trip **Origin/Outgoing Airports** **Travel dates match those listed in application**

Miami (MIA) Portland (PDX) Fri 9/27 Thu 10/3

Best Selected

Cheapest \$334 - 20h 25m Best \$334 - 7h 41m Quickest \$334 - 7h 41m

Track prices OFF

815 of 943 flights

See the sights. Soak in nature

seattle A legendary city in natural surroundings. Have the best of both worlds in Seattle.

No added luggage Fee Assistant

Carry-on bag 0 Checked bag 0

Stops

Times

Airlines

Alliance

Airports

JustFly. Experience world-class service

Footer Present

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Then, upload the **registration fee table** associated with the conference (see example).
 - This must be printed from the webpage (including headers and footers)
 - Reminder: GPSC will only reimburse the cost of early bird registration.
 - GPSC cannot reimburse the cost of a membership fee to an organization.
- If applicable, please upload proof of the **abstract submission fee** cost.
 - Note: If no abstract submission fees were applied, you may leave this blank.

Registration Fee Table/Quotes

Please click on the following sample to see if you have uploaded the correct document ([Registration Fee Table Sample](#))*

Select Files

Abstract Submission Fees

Select Files

REGISTRATION RATES & INCLUSIONS

*Rates may be subject to change

STATUS	EARLY BIRD (BEFORE JAN 31)	REGULAR (ON FEB 1)
Full Member	\$285	\$315
Early Career Professional Member	\$205	\$235
Student Member	\$80	\$110
Student Member First-Author Presenter	\$40	\$40
Student Non-member	\$140	\$170
Non-member	\$400	\$470

Registration Fee Table Sample

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

Other

Select Files

- If, for any reason, your application deviates from the explained instructions, please upload a memo to the Other files section to explain
 - e.g., travel dates due to classes, selected flight, registration/membership fee grouping, etc.
- Once you have uploaded all documents, click “Continue”

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Finally, please read through and fill out the travel office financial agreement, and the GPSC/SGA agreement.
 - The form will automatically date the signature for you
- Click Continue

YOU MUST REVIEW YOUR APPLICATION BEFORE SUBMISSION!!

Please see the next slide

Release and Indemnity Agreement
Please fill out sections 1 - 10 and sign at the end of section 10.

1. I, the undersigned, graduate student of the Department of Higher Education

2. I do hereby agree and promise the following for and in consideration of my being allowed to participate in a trip to (event/research purpose) National Massort Conference

3. To be held at (destination) * Los Gallos, CA

From (Travel departure date) * 02 / 28 / 2024
To (Travel return date) * 02 / 28 / 2024

4. I am traveling to * Los Gallos, CA

5. For the purpose of participating in * National Massort Conference

6. I understand that it may be necessary to travel by public and/or private transportation to stay in public and/or private lodging, and to enter airports and/or private facilities.

7. I agree and acknowledge that participation in this trip and its related activities is at my own free will. I shall not be held liable for any participation in certain activities which are changed by weather and/or other factors. I shall be held responsible for the safety and well-being of myself and the reputation of the State of Florida University System, FIU and most especially the Department of Higher Education.

8. I acknowledge that I am acting neither as an employee nor agent of the State of Florida, the Board of Regents, FIU or any of their respective officers, employees or agents.

9. I agree and acknowledge that I am not entitled to reimbursement of expenses incurred by me during the trip from the State of Florida, the Board of Regents, FIU or from any of their respective officers, employees or agents. I understand that I am responsible for the payment of these expenses.

10. I agree and acknowledge that I will have time for, and any expense or personal activities unrelated to the purpose of the trip while I am in * Los Gallos, CA.

Each attendee will be of my sole responsibility and risk. I further acknowledge that in the course of the performance of any of the activities which I have voluntarily assumed to perform during the trip, I accept myself to risks, losses and expenses, of property damage or loss, as well as personal injury that I may incur, and I am voluntarily accepting and discharging and I shall be held liable for the same. I am fully aware of these risks, which may include, but are not limited to air travel and travel within a foreign country.

11. For myself, my heirs, executors, administrator and assigns agree to release, waive, discharge and indemnify and to indemnify and hold harmless the State of Florida, the Board of Regents, Florida International University, and their respective officers, employees, and agents, from and against all claims and causes of action which may arise from my participation in the trip and its related activities or from personal unrelated activities whether the same should arise by reason of negligence or anyone organizing or participating in the trip or otherwise, and agree that under no circumstances will I or anyone claiming through me, executor or personal agent be personally held liable for any property damage or loss, or wrongful death against the State of Florida, the Board of Regents, Florida International University, or their respective officers, employees, or agents.

12. I understand that FIU does not in any manner serve as principal, agent, or partner of any travel agent, commercial carrier or lodging establishment which may provide services or accommodations to the participant in the trip.

13. For myself and any others claiming through me, accept full responsibility for safety and expenses and assume the complete risk of any injury to myself or property which may arise out of or be the cause of any participation in this trip.

14. I acknowledge that I have read this document carefully, understand its terms and requirements, and agree to all conditions contained herein and voluntarily sign this document and participate in this trip. [Done or Print](#)

Rory J. Smith

I understand this is a legal representation of my signature.
Clear

Date Signed * 02 / 28 / 2024
Time * 12:31:05 AM

Signatures
Please fill out the top below and sign where appropriate.
BY SIGNING BELOW, I AFFIRM THAT I HAVE READ AND WILL ADHERE to the Student Government Association and Graduate & Professional Student Committee guidelines and regulations (available at <http://www.fiu.edu/sga>).

I affirm that I am a currently enrolled, degree-seeking, graduate student based out of Phoinix A. Huxford Campus and that I will continue to be an enrolled student during and after my event.

I understand that in order to be reimbursed I must abide by FIU, ASG, SGA, and GPSC funding and travel policies and regulations and that these may change at any time. [Done or Print](#)

Rory J. Smith

I understand this is a legal representation of my signature.
Clear

Date Signed * 02 / 28 / 2024
Time * 12:31:05 AM

Signatures
Please fill out the top below and sign where appropriate.
BY SIGNING BELOW, I AFFIRM THAT I HAVE READ AND WILL ADHERE to the Student Government Association and Graduate & Professional Student Committee guidelines and regulations (available at <http://www.fiu.edu/sga>).

I affirm that I am a currently enrolled, degree-seeking, graduate student based out of Phoinix A. Huxford Campus and that I will continue to be an enrolled student during and after my event.

I understand that in order to be reimbursed I must abide by FIU, ASG, SGA, and GPSC funding and travel policies and regulations and that these may change at any time. [Done or Print](#)

Rory J. Smith

I understand this is a legal representation of my signature.
Clear

Date Signed * 02 / 28 / 2024
Time * 12:31:05 AM

Signatures
Please fill out the top below and sign where appropriate.
BY SIGNING BELOW, I AFFIRM THAT I HAVE READ AND WILL ADHERE to the Student Government Association and Graduate & Professional Student Committee guidelines and regulations (available at <http://www.fiu.edu/sga>).

I affirm that I am a currently enrolled, degree-seeking, graduate student based out of Phoinix A. Huxford Campus and that I will continue to be an enrolled student during and after my event.

I understand that in order to be reimbursed I must abide by FIU, ASG, SGA, and GPSC funding and travel policies and regulations and that these may change at any time. [Done or Print](#)

Rory J. Smith

I understand this is a legal representation of my signature.
Clear

Date Signed * 02 / 28 / 2024
Time * 12:31:05 AM

2.A. Conference Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Please review your application.

At this step, your application is not submitted.
You may save for later, go back and make changes, or submit.

**MAKE SURE YOU CLICK THE FINAL SUBMIT
BUTTON AT THE BOTTOM OF THE REVIEW PAGE**



Success! Your submission has been saved!

Please read below!

Letter of Support

Remember to follow up with your faculty advisor to make sure s/he has received instructions (from no-reply@webforms.fiu.edu) on how to submit the letter of support. If the e-mail is not in the inbox it could be in the junk, spam, or clutter folder.

The letter of support must be in five weeks (35 days) before your first date of travel. We are not accepting the letter via e-mail. It must be submitted via webforms.

Confirmation Receipt

You will receive confirmation via e-mail from no-reply@webforms.fiu.edu. If you do not receive an e-mail, check your junk/spam box. If you still do not find an e-mail with confirmation, please re-submit.

Unfortunately, due to a high volume of e-mails and applications, the GPSC Office is unable to verify documentation or confirmation receipt.

You will see the **confirmation page** as well as receive a **confirmation email** that your application has been received. If you do not see these, please contact GPSC



2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

By signing below, I affirm that I read and understood all of the above and have viewed and understood the GPSC Travel Fund tutorial found at gpsc.fiu.edu. *

[Draw](#) or [Type](#)

Rosary Panther

I understand this is a legal representation of my signature.

[Clear](#)

Save my progress and resume later

Continue

- To begin, open the webform, read all instructions, and **sign** that you have read the instructions.
- You may save your progress for later by checking the “Save my progress and continue” at any time.
- Click “Continue” to keep filling out the application.

2.B.

Professional Development
Funding Work through with
example

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Select “Professional Development” to load the appropriate sections in the application.
- Fill out your **contact information**, including your employment at FIU
 - FIU employees may receive tuition reimbursement, and therefore will not pay A&S fees. These students are not eligible for GPSC funding.
- Select Yes/No if this is your first time applying to GPSC.
 - Note: you may only receive funding from GPSC once per fiscal year

Request Type
If you are unfamiliar with the application process, please visit [gpsc.fiu.edu](https://webforms.fiu.edu) and view the funding workshop presentation

Please choose which type of funding you are requesting *

Conference Presentation

Research

Professional Development

Contact Information
Please fill out your contact information where we can best reach you.

Name *

Roary Panther

First Last

Panther ID *

1234567

Must be 7 digits. Currently Entered: 7 digits.

Are you an FIU full-time employee (40 hours per week)? *

No

Graduate students in the last year of their study with an approved M2 Master's Thesis Proposal or Online Dissertation Milestones: Defense of Dissertation Proposal forms can receive GPSC travel funds twice in the same fiscal year. The second funding can only be requested once during your time at FIU.

Is this your second request for GPSC travel funds within the fiscal year, June 1 to May 31?
Note: Due to funding cuts, this process has been paused until Summer 2024 *

No

Student Address *

Street Address

11200 SW 8th St.

Address Line 2

City State / Province / Region

Miami Florida

Postal / Zip Code Country

33199 United States

Student Email *

roaryp@fiu.edu

Student Phone *

305 - 348 - 2000

####

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Provide the department based on the program you are enrolled in (not work in, if different)
- Provide your faculty advisor name and email.
 - Note: Your faculty advisor will receive a notification of your travel application.
- Provide the name and email of your Travel Liaison
 - Please contact your department for your travel liaison information.

Department Information

Please fill out your academic departmental contact information.

Department *

Higher Education

Faculty Advisor Name *

Dr. Lionel Lion

Title First Last Suffix

Faculty Advisor FIU Email *

llion@fiu.edu

Travel Liaison Name *

Terri Tiger

First Last

Travel Liaison Email *

territ@fiu.edu

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Provide the **event information** including the name of the conference and location.
- Note both the **EVENT** start and end date, as well as your **TRAVEL** depart and return date.
 - For domestic travel, you must depart from and arrive to Miami within **24 hours** of the end of the conference.
 - For international travel, this time extends to **48 hours**.
 - You must also specifically arrive in **Miami** 24 hours (48 hours for international travel), unless approved by GPSC.
- Describe the benefits this travel provides both to FIU and the State of Florida.

Event Information
Please fill out information regarding your event below.

NOTE: Per FIU Travel Policy, dates of travel cannot start earlier than 24 hours (48 hours for foreign travel) prior to the start of your event, or end more than 24 hours (48 hours for foreign travel) after the end of event.

Name of Event *
National Mascot Conference

Location of Event *
Los Gatos, CA

Event Date Start *
10 / 10 / 2024
MM DD YYYY

Event Date End *
10 / 15 / 2024
MM DD YYYY

Travel Date Departure *
10 / 9 / 2024
MM DD YYYY

Travel Date Return *
10 / 16 / 2024
MM DD YYYY

Summary of Benefits *
Please provide a summary of benefits to the State of Florida and FIU for your travel.
You must state how FIU and the State of Florida (and not just you) will receive a direct benefit.
For example: you will gain valuable knowledge from leaders in your field; knowledge will be disseminated to graduate and undergraduate students

Minimum of 36 words required. Currently Entered: 56 words.

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- You may only be reimbursed for ONE form of travel for GPSC.
 - **Airfare:** Must select the lowest non-budget airline price from Kayak.
 - **Rail:** The cost of train travel must be less than airfare, unless the student cannot fly. If so, please provide justification in a memo.
 - **Mileage:** Only if you are driving your own vehicle. Cost = \$0.45 x Miles.
 - You must provide a Kayak airfare quote in supporting documents even if you are driving to ensure driving is the cheaper option.
 - In this example, milage is not cheaper than airfare, and would not be accepted.
 - **Car Rental:** Please calculate gas using Mapquest.
 - Please provide the same Kayak quote as above
 - **Rideshare:** Please provide the estimated cost to and from the airport

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Airfare *
\$.
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Rail *
\$.
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Mileage *
\$.
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Car Rental *
\$.
Dollars Cents

Gas *
\$.
Dollars Cents

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Budget: Registration and Abstract Submission fees
GPSC will reimburse Abstract AND/OR Registration fees

Registration Fees *

\$.
Dollars Cents

For conference presenters only, lodging up to \$300. This amount is part of the maximum request for \$500 for Domestic Travel or \$600 for International Travel *

\$.
Dollars Cents

- Provide the price of the **early-bird registration fee**
- Lodging is not covered by professional development funding.

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Budget Request to GPSC

Includes mode of transportation plus abstract AND/OR registration fees

Request to GPSC Total *

\$.
Dollars Cents

Are you receiving funds from other sources? If yes, please explain.

No

- Sum up all of your expenses in the GPSC form and put the total amount here
 - Note: Even though you will only receive up to the stated maximum amount (Currently **\$200 for domestic and international**), the full total allows for GPSC to better track how much students are paying for travel.

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

GPSC Professional Development Request
Fill out ONLY if you checked "Professional Development"

Purpose of attendance *

Gain knowledge of the higher education field

Please type a summary outlining skills that will be learnt and how it will be taught at FIU *

Describe what you will learn (e.g., new methods and protocols, advanced research topics, statistical methods, etc.)

Then, describe how these skills will be used/taught at FIU (e.g., teaching them to RAs or colleagues, incorporating them into classwork, etc.)

Minimum of 36 words required. *Currently Entered: 44 words.*

- Provide the **purpose of attendance** for attending the event
- Describe the **skills and how they will be taught at FIU** once you return
- Click “Continue”

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

Supporting Documentation Uploads

Please upload documents using the appropriate links below. If you are unfamiliar with documentation specifications, please visit gpsc.fiu.edu and view the funding workshop presentation.

Make sure all documents have Internet headers AND footers or they will NOT be accepted

Abstract

Select Files

- Now you must upload all the documentation for your travel to determine the amount GPSC can allocate to you.
 - Note: **ALL** documents printed from the internet must have headers and footers (i.e., “Print to PDF” the webpages you are submitting.
- If you had to apply to the event with an abstract, upload this here.
 - If you did not do this, leave it blank

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Next, upload the airfare quote list (we recommend Kayak) including the proper dates of travel, with no filters applied (see sample)
 - Reminder: Domestic travel can leave no later than 24 hours before the conference, and arrive to Miami no later than 24 hours after the conference ends (48 for departure and arrival for international)
 - Additionally, GPSC will only reimburse the lowest, non-budget airline fare cost.
 - If your travel dates will not be within the given timeframe, please attach a memo to the “Other Materials” section explaining this request (e.g., class schedule)
- **Reminder: if you are requesting travel by rail, car, or car rental, you must still upload an airfare quote.**

Airfare Quotes

Please click on the following sample to see if you have uploaded the correct document ([Kayak Quote Sample](#)) *

The screenshot shows a Kayak flight search interface. At the top, there is a 'Select Files' button. Below it, the search parameters are: 5/21/2019, MIA to PDX, 9/27 - 10/3, Header Present. The search results are for a round-trip from Miami (MIA) to Portland (PDX) on 5/21/2019. The page displays several flight options with their respective airlines, departure times, and prices. A 'Proof of Abstract Acceptance Email Sample' watermark is overlaid on the page. A 'Footer Present' label is also visible at the bottom.

Airlines	Price	Departure	Arrival	Stops	Rating
Alaska Airlines	\$192	6:00 am	11:58 pm	1 stop	3
American Airlines	\$154	7:00 am	11:58 pm	1 stop	8
Delta	\$154	7:00 am	11:58 pm	1 stop	8
Frontier	\$334	6:00 am	5:52 am	1 stop	8
United Airlines	\$527	6:00 am	5:52 am	1 stop	8
Multiple airlines	\$558	6:00 am	5:52 am	1 stop	8
Alaska Airlines	\$476	6:00 am	10:40 am	1 stop	9
American Airlines	\$476	6:00 am	10:40 am	1 stop	9
Delta	\$476	6:00 am	10:40 am	1 stop	9
Frontier	\$476	6:00 am	10:40 am	1 stop	9
United Airlines	\$476	6:00 am	10:40 am	1 stop	9
Multiple airlines	\$476	6:00 am	10:40 am	1 stop	9
Alaska Airlines	\$487	2:20 pm	7:56 pm	1 stop	9
American Airlines	\$487	2:20 pm	7:56 pm	1 stop	9
Delta	\$487	2:20 pm	7:56 pm	1 stop	9
Frontier	\$487	2:20 pm	7:56 pm	1 stop	9
United Airlines	\$487	2:20 pm	7:56 pm	1 stop	9
Multiple airlines	\$487	2:20 pm	7:56 pm	1 stop	9

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

Registration Fee Table/Quotes

Please click on the following sample to see if you have uploaded the correct document ([Registration Fee Table Sample](#)) *

Select Files

REGISTRATION RATES & INCLUSIONS

*Rates may be subject to change

STATUS	EARLY BIRD (BEFORE JAN 31)	REGULAR (ON FEB 1)
Full Member	\$285	\$315
Early Career Professional Member	\$205	\$235
Student Member	\$80	\$110
Student Member <i>First-Author Presenter</i>	\$40	\$40
Student Non-member	\$140	\$170
Non-member	\$400	\$470

Registration Fee Table Example

- Then, upload the **registration fee table** associated with the conference (see example).
 - This must be printed from the webpage (including headers and footers)
 - Reminder: GPSC will only reimburse the cost of early bird registration.
 - GPSC cannot reimburse the cost of a membership fee to an organization.

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

Proof of event or attendance/participation *

Select Files

- If you have already registered for the event, please submit your proof of purchase/invoice.
- If you have not registered, please provide proof of the event (e.g., conference webpage PDF, printed email of invitation)

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

Other

Select Files

- If, for any reason, your application deviates from the explained instructions, please upload a memo to the Other files section to explain
 - e.g., travel dates due to classes, selected flight, registration/membership fee grouping, etc.
- Once you have uploaded all documents, click “Continue”

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Finally, please read through and fill out the travel office financial agreement, and the GPSC/SGA agreement.
 - The form will automatically date the signature for you
- Click Continue

YOU MUST REVIEW YOUR APPLICATION BEFORE SUBMISSION!!
Please see the next slide

Release and Indemnity Agreement
Please fill out sections 1 - 10 and sign at the end of section 10.

1. the undergraduate, graduate student of the Department of
Higher Education

do hereby agree and promise the following for and in consideration of my being allowed to participate in a trip to (event/research purpose) *
National Massort Conference

to be held at (destination) *
Los Gallos, CA

From (Travel departure date) *
12 / 20 / 2024
HH MM YYYY

to (travel return date) *
12 / 26 / 2024
HH MM YYYY

and all activities related thereto.

I am traveling to *
Los Gallos, CA

for the purpose of participating in *
National Massort Conference

I understand that it may be necessary to travel by public and/or private transportation to stay in public and/or private lodging, and to enter or provide and/or private facilities.

I agree and acknowledge that participation in this trip and its related activities is my own free will. While I realize that I may participate in certain activities which are designed to promote and advance the image and reputation of the State of Florida University System, FIU and most especially the Department of Higher Education

I acknowledge that I am acting neither as an employee nor agent of the State of Florida, the Board of Regents, FIU or any of their respective officers, employees or agents.

I agree and acknowledge that I am not entitled to reimbursement of expenses incurred by me during the trip from the State of Florida, the Board of Regents, FIU or from any of their respective officers, employees or agents. I understand that I am responsible for the payment of these expenses.

I agree and acknowledge that I will have time for, and any expense or personal activities unrelated to the purpose of the trip while I am in *
Los Gallos, CA

Such activities will be of my sole responsibility and risk.

I further acknowledge that in the course of the performance of any of the activities which I have voluntarily assumed to perform during the trip, I accept myself to risks, losses and expenses, of property damage or loss, as well as personal injury that I may incur, and I am fully aware of these risks, which may include, but are not limited to air travel and travel within a foreign country.

I, for myself, my heirs, executors, administrators and assigns agree to release, waive, discharge and indemnify and to indemnify and hold harmless the State of Florida, the Board of Regents, Florida International University, and their respective officers, employees, and agents, from and against all claims and causes of action which may arise from my participation in the trip and its related activities or from personal unrelated activities whether the same should arise by reason of negligence or anyone organizing or participating in the trip or otherwise, and agree that under no circumstances will I or anyone claiming through me, executor or personal agent be personally or jointly liable for property damage or loss, or wrongful death against the State of Florida, the Board of Regents, Florida International University, or their respective officers, employees, or agents.

I understand that FIU does not in any manner serve as principal, agent, or partner of any travel agent, commercial carrier or lodging establishment which may provide services or accommodations to the participant in the trip.

I, for myself and any others claiming through me, accept full responsibility for safety and expenses and assume the complete risk of any injury to myself or property which may arise out of or be the cause of my participation in this trip.

I acknowledge that I have read this document carefully, understand its terms and requirements, and agree to all conditions contained herein and voluntarily sign this document and participate in this trip. [Done or Print](#)

Rory J. Smith

I understand this is a legal representation of my signature.
[Clear](#)

Date Signed *
2 / 20 / 2024
HH MM YYYY

Signature

Please read the text below and sign where appropriate.
BY SIGNING BELOW, I AFFIRM THAT I HAVE READ AND WILL ADHERE to the Student Government Association and Graduate & Professional Student Committee guidelines and regulations (available at sga.fiu.edu & gpa.fiu.edu).

I affirm that I am a currently enrolled, degree-seeking, graduate student based out of Phidelo A. Haskins Campus and that I will continue to be an enrolled student during and after my event.

I understand that in order to be reimbursed I must abide by FIU, ASG, SGA, and GPSC funding and travel policies and regulations and that these may change at any time. [Done or Print](#)

Rory J. Smith

I understand this is a legal representation of my signature.
[Clear](#)

Date Signed *
2 / 20 / 2024
HH MM YYYY

Time *
12 : 31 : 05 AM
HH MM SS AM/PM

Name Protection. Please answer this simple question:
If tomorrow is Saturday what day is today?
Friday

2.B. Professional Development Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Please review your application.

**At this step, your application is not submitted.
You may save for later, go back and make changes, or submit.**

**MAKE SURE YOU CLICK THE FINAL SUBMIT
BUTTON AT THE BOTTOM OF THE REVIEW PAGE**



Success! Your submission has been saved!

Please read below!

Letter of Support

Remember to follow up with your faculty advisor to make sure s/he has received instructions (from no-reply@webforms.fiu.edu) on how to submit the letter of support. If the e-mail is not in the inbox it could be in the junk, spam, or clutter folder.

The letter of support must be in five weeks (35 days) before your first date of travel. We are not accepting the letter via e-mail. It must be submitted via webforms.

Confirmation Receipt

You will receive confirmation via e-mail from no-reply@webforms.fiu.edu. If you do not receive an e-mail, check your junk/spam box. If you still do not find an e-mail with confirmation, please re-submit.

Unfortunately, due to a high volume of e-mails and applications, the GPSC Office is unable to verify documentation or confirmation receipt.

You will see the confirmation page as well as receive a confirmation email that your application has been received. If you do not see these, please contact GPSC



2.C.

Research Funding Work
through with example

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Select “Research” to load the appropriate sections in the application.
- Fill out your **contact information**, including your employment at FIU
 - FIU employees may receive tuition reimbursement, and therefore will not pay A&S fees. These students are not eligible for GPSC funding.
- Select Yes/No if this is your first time applying to GPSC.

Request Type
If you are unfamiliar with the application process, please visit [gpsc.fiu.edu](https://webforms.fiu.edu) and view the funding workshop presentation

Please choose which type of funding you are requesting *

Conference Presentation

Research

Professional Development

Contact Information
Please fill out your contact information where we can best reach you.

Name *

Roary Panther

First Last

Panther ID *

1234567

Must be 7 digits. Currently Entered: 7 digits.

Are you an FIU full-time employee (40 hours per week)? *

No

Graduate students in the last year of their study with an approved M2 Master's Thesis Proposal or Online Dissertation Milestones: Defense of Dissertation Proposal forms can receive GPSC travel funds twice in the same fiscal year. The second funding can only be requested once during your time at FIU.

Is this your second request for GPSC travel funds within the fiscal year, June 1 to May 31?
Note: Due to funding cuts, this process has been paused until Summer 2024 *

No

Student Address *

Street Address

11200 SW 8th St.

Address Line 2

City State / Province / Region

Miami Florida

Postal / Zip Code Country

33199 United States

Student Email *

roaryp@fiu.edu

Student Phone *

305 - 348 - 2000

####

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Provide the **department** based on the program you are enrolled in (not work in, if different)
- Provide your **faculty advisor** name and email.
 - Note: Your faculty advisor will receive a notification of your travel application.
- Provide the name and email of your **Travel Liaison**
 - Please contact your department for your travel liaison information.

Department Information
Please fill out your academic departmental contact information.

Department *

Higher Education

Faculty Advisor Name *

Dr.

Lionel

Lion

Title First

Last

Suffix

Faculty Advisor FIU Email *

llion@fiu.edu

Travel Liaison Name *

Terri

Tiger

First

Last

Travel Liaison Email *

territ@fiu.edu

2.C. Research Funding Walkthrough


<https://webforms.fiu.edu/view.php?id=176663>


- Provide the location of the event.
- Note both the **EVENT** start and end date, as well as your **TRAVEL** depart and return date.
 - For domestic travel, you must depart from and arrive to Miami within **24 hours** of the end of the conference.
 - For international travel, this time extends to **48 hours**.
 - You must also specifically arrive in **Miami** 24 hours (48 hours for international travel), unless approved by GPSC.
- Describe the benefits this travel provides both to FIU and the State of Florida.


Event Information
Please fill out information regarding your event below.


NOTE: Per FIU Travel Policy, dates of travel cannot start earlier than 24 hours (48 hours for foreign travel) prior to the start of your event, or end more than 24 hours (48 hours for foreign travel) after the end of event.

Location of Event *

Event Date Start *
 / / 
MM DD YYYY

Event Date End *
 / / 
MM DD YYYY

Travel Date Departure *
 / / 
MM DD YYYY

Travel Date Return *
 / / 
MM DD YYYY

Summary of Benefits *
Please provide a summary of benefits to the State of Florida and FIU for your travel.
You must state how FIU and the State of Florida (and not just you) will receive a direct benefit.
For example: you will gain valuable knowledge from leaders in your field; knowledge will be disseminated to graduate and undergraduate students

Minimum of 36 words required. Currently Entered: 56 words.

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- You may only be reimbursed for ONE form of travel for GPSC.
 - **Airfare:** Must select the lowest non-budget airline price from Kayak.
 - **Rail:** The cost of train travel must be less than airfare, unless the student cannot fly. If so, please provide justification in a memo.
 - **Mileage:** Only if you are driving your own vehicle. Cost = \$0.45 x Miles.
 - You must provide a Kayak airfare quote in supporting documents even if you are driving to ensure driving is the cheaper option.
 - In this example, milage is not cheaper than airfare, and would not be accepted.
 - **Car Rental:** Please calculate gas using Mapquest.
 - Please provide the same Kayak quote as above
 - **Rideshare:** Please provide the estimated cost to and from the airport

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Airfare *
\$ 234 . 56
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Rail *
\$ 479 . 59
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Mileage *
\$ 1389 . 15
Dollars Cents

Budget: Transportation
Please choose ONE mode of transportation

Please choose which form of travel you will be requesting *

Airfare
 Rail
 Mileage
 Rental Car

Car Rental *
\$ 323 . 23
Dollars Cents

Gas *
\$ 212 . 10
Dollars Cents

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Budget Request to GPSC

Includes mode of transportation plus abstract AND/OR registration fees

Request to GPSC Total *

\$.
Dollars Cents

Are you receiving funds from other sources? If yes, please explain.

No

- Sum up all of your expenses in the GPSC form and put the total amount here
 - Note: Even though you will only receive up to the stated maximum amount (Currently **\$500**), the full total allows for GPSC to better track how much students are paying for travel.

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

GPSC Research Request

Fill out ONLY if you checked "Research"

Dissertation/Thesis Title *

How Mascots Raise School Spirit

Please type a detailed summary outlining the relationship between the research and funding request *

Describe why this travel is necessary for your Thesis/Dissertation.

Outline exactly what you will be doing at this location for data collection (e.g., field work, observation, etc.)

Minimum of 36 words required. *Currently Entered: 30 words.*

- Provide the **full title** of the Thesis/Dissertation this this travel relates to
- Summarize **how this travel relates to and is necessary** for the project.
- Click “Continue”

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Now you must upload all the documentation for your travel to determine the amount GPSC can allocate to you.
 - Note: **ALL** documents printed from the internet must have headers and footers (i.e., “Print to PDF” the webpages you are submitting).

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- First, upload the airfare quote list (we recommend Kayak) including the proper dates of travel, with no filters applied (see sample)
 - Reminder: Domestic travel can leave no later than 24 hours before the conference, and arrive to Miami no later than 24 hours after the conference ends (48 for departure and arrival for international)
 - Additionally, GPSC will only reimburse the lowest, non-budget airline fare cost.
 - If your travel dates will not be within the given timeframe, please attach a memo to the “Other Materials” section explaining this request (e.g., class schedule)
- Reminder: if you are requesting travel by rail, car, or car rental, you must still upload an airfare quote.

The screenshot shows the Kayak website interface for a round-trip flight from Miami (MIA) to Portland (PDX). The page title is "Airfare Quotes" and it includes a "Select Files" button. A message states: "Please click on the following sample to see if you have uploaded the correct document (Kayak Quote Sample) *". The flight details are: Round-trip MIA to PDX, 9/27 - 10/3, Header Present. The page shows various flight options with prices and airlines. A red box highlights the "No additional specifications" section, which includes a list of airlines: Alaska Airlines (\$12), American Airlines (\$4), Delta (\$16), Frontier (\$34), United Airlines (\$27), and Multiple airlines. Another red box highlights the "No added luggage" section, which includes options for Carry-on bag (0) and Checked bag (0). A third red box highlights the "Proof of Abstract Acceptance Email Sample" section, which includes a list of flight options with prices and airlines: Delta (6:00 am - 10:40 am, 1 stop, 7h 40m, \$558), United (8:00 am - 8:00 am, 1 stop, 7h 40m, \$558), United (12:45 pm - 11:33 pm, 1 stop, 7h 40m, \$558), Delta (6:00 am - 10:40 am, 1 stop, 7h 40m, \$476), Frontier (6:48 pm - 5:52 am, 1 stop, 7h 40m, \$476), American Airlines (2:20 pm - 7:56 pm, 1 stop, 8h 36m, \$487), SkyTeam (12:05 am - 12:26 pm, 1 stop, 8h 20m, \$487), and Star Alliance (12:05 am - 12:26 pm, 1 stop, 8h 20m, \$487). The footer includes the URL: https://www.kayak.com/flights/MIA-PDX-2019-09-27/2019-10-03/?sort=bestflight...

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Thesis/Dissertation Proposal *

Select Files

**Proof of M2: Master's Thesis Proposal or Online
Dissertation Milestones: Defense of Dissertation Proposal
approval ***

Select Files

- Then, upload your **Thesis/Dissertation proposal**
- Next, provide evidence of your **completed proposal**
 - For Master's: M2: Master's Thesis Proposal
 - For Dissertation: Online Dissertation Milestones: Defense of Dissertation Proposal
 - These may be found on my.fiu.edu

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Proposed Detailed Itinerary of Trip *

Select Files

- Create and upload a **planned itinerary** of your trip
 - This should include relevant items related to your project each day, and when they are scheduled.

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>)

Other

Select Files

- If, for any reason, your application deviates from the explained instructions, please upload a memo to the Other files section to explain
 - e.g., travel dates due to classes, selected flight, registration/membership fee grouping, etc.
- Once you have uploaded all documents, click “Continue”

2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

- Finally, please read through and fill out the travel office financial agreement, and the GPSC/SGA agreement.
 - The form will automatically date the signature for you
- Click Continue

YOU MUST REVIEW YOUR APPLICATION BEFORE SUBMISSION!!
Please see the next slide

Release and Indemnity Agreement
Please fill out sections 1 - 10 and sign at the end of section 10.

1. **the undergraduate, graduate student of the Department of**
Higher Education

2. **do hereby agree and promise the following for and in consideration of being allowed to participate in a trip to (event/research purpose):**
National Massort Conference

3. **to be held at (destination):**
Los Gatos, CA

From (Travel departure date): *
MM / DD / YYYY
MM DD YYYY

to (travel return date): *
MM / DD / YYYY
MM DD YYYY

4. **and all activities related thereto.**

5. **I am traveling to ***
Los Gatos, CA

6. **for the purpose of participating in ***
National Massort Conference

7. **I understand that it may be necessary to travel by public and/or private transportation to stay in public and/or private lodging, and to use of public and/or private facilities.**

8. **I agree and acknowledge that participation in this trip and its related activities is at my own free will. While I realize that I may participate in certain activities which are designed to promote and advance the image and reputation of the State of Florida University System, FIU and most especially the Department of**
Higher Education

9. **I acknowledge that I am acting neither as an employee nor agent of the State of Florida, the Board of Regents, FIU or any of their respective officers, employees or agents.**

10. **I agree and acknowledge that I am not entitled to reimbursement of expenses incurred by me during the trip from the State of Florida, the Board of Regents, FIU or from any of their respective officers, employees or agents. I understand that I am responsible for the payment of these expenses.**

11. **I agree and acknowledge that I will have time for, and any expense or personal activities unrelated to the purpose of the trip while I am in ***
Los Gatos, CA

Each attendee will be of my sole responsibility and risk.

12. **I further acknowledge that in the course of the performance of any of the activities which I have voluntarily assumed to perform during the trip, I accept myself to risks, losses and expenses, of property damage or loss, as well as personal injury that I may incur, and I am voluntarily accepting and discharging and hold I am fully aware of these risks, which may include, but are not limited to air travel and travel within a foreign country.**

13. **for myself, my heirs, executors, administrator and assigns agree to release, waive, discharge and indemnify and to indemnify and hold harmless the State of Florida, the Board of Regents, Florida International University, and their respective officers, employees, and agents, from and against all claims and causes of action which may arise from my participation in the trip and its related activities or from personal unrelated activities whether the same should arise by reason of negligence of anyone organizing or participating in the trip or otherwise, and agree that under no circumstances will I or anyone claiming through me, executor or personal agent be personally held liable for any property damage or loss, or wrongful death against the State of Florida, the Board of Regents, Florida International University, or their respective officers, employees, or agents.**

14. **I understand that FIU does not in any manner serve as principal, agent, or partner of any travel agent, commercial carrier, or lodging establishment which may provide services or accommodations to the participant in the trip.**

15. **for myself and any others claiming through me, accept full responsibility for safety and expenses and assume the complete risk of any injury to myself or property which may arise out of or in the course of my participation in this trip.**

16. **I acknowledge that I have read this document carefully, understand its terms and requirements, and agree to all conditions contained herein and voluntarily sign this document and participate in this trip.** [Print or Type](#)

Rory J. Smith

I understand this is a legal representation of my signature.
Clear

Date Signed *
MM / DD / YYYY
MM DD YYYY

Signature

Please mail the wet inked and signed agreement to:
BY BUSINESS DELIVERY I AFFIRM THAT I HAVE READ AND WILL ADHERE to the Student Government Association and Graduate & Professional Student Committee guidelines and regulations (available at <http://www.fiu.edu/sga>).

I affirm that I am a currently enrolled, degree-seeking, graduate student based out of Phoinix A, Madison Campus and that I will continue to be an enrolled student during and after my event.

I understand that in order to be reimbursed I must abide by FIU, ASG, SGA, and GPSC funding and travel policies and regulations and that these may change at any time. * [Print or Type](#)

Rory J. Smith

I understand this is a legal representation of my signature.
Clear

Date Signed *
MM / DD / YYYY
MM DD YYYY

Time *
HH : MM : SS AM / PM
HH MM SS AM/PM

Name Protection. Please answer this simple question:
If tomorrow is Saturday what day is today?
Friday

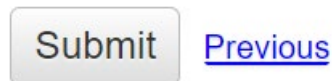
2.C. Research Funding Walkthrough

<https://webforms.fiu.edu/view.php?id=176663>

Please review your application.

At this step, your application is not submitted.
You may save for later, go back and make changes, or submit.

**MAKE SURE YOU CLICK THE FINAL SUBMIT
BUTTON AT THE BOTTOM OF THE REVIEW PAGE**



Success! Your submission has been saved!

Please read below!

Letter of Support

Remember to follow up with your faculty advisor to make sure s/he has received instructions (from no-reply@webforms.fiu.edu) on how to submit the letter of support. If the e-mail is not in the inbox it could be in the junk, spam, or clutter folder.

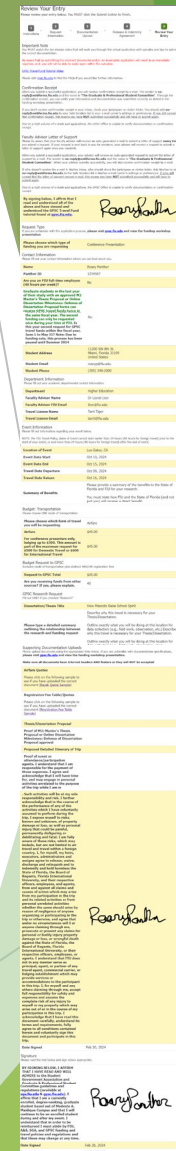
The letter of support must be in five weeks (35 days) before your first date of travel. We are not accepting the letter via e-mail. It must be submitted via webforms.

Confirmation Receipt

You will receive confirmation via e-mail from no-reply@webforms.fiu.edu. If you do not receive an e-mail, check your junk/spam box. If you still do not find an e-mail with confirmation, please re-submit.

Unfortunately, due to a high volume of e-mails and applications, the GPSC Office is unable to verify documentation or confirmation receipt.

You will see the **confirmation page** as well as receive a **confirmation email** that your application has been received. If you do not see these, please contact GPSC



Part III

After Applying

3. Other applications

- ▶ GPSC may not be the only funding you can apply to. Please also check:
 - ▶ Your college
 - e.g., SIPPA and CASE provide matching funds.
 - ▶ Your department
 - e.g., The department of Psychology, or Criminal Justice
 - ▶ Your advisor
 - e.g., If you are funded on a grant, travel funds may be available.
 - ▶ The conference sponsor
 - e.g., APA, AMS, or other organization

3.A. Funding Decision

- ▶ Applicants will be notified with their decisions once they are made and, in the order, they were received.
 - ▶ All proposals are reviewed on a first-come, first-served basis and are subject to the availability of funds
- ▶ Amount allotted will be determined based upon need as indicated by the budget submitted to GPSC.
- ▶ GPSC is a reimbursement process.
 - ▶ Funds are disbursed contingent upon availability of funds, after all procedures have been followed and all receipts/documents have been both submitted online to GPSC & turned in to the applicant's department.

3.B. Before You Travel

- ▶ Contact your department's travel liaison to create and submit a Travel Authorization Number (TA#) before your travel. **Failure to do so will result in loss of funding.**
 - ▶ Obtain a TA #.
 - ▶ You should not make purchases for your request before receiving the TA# from your travel liaison.
- ▶ FIU's Travel Office can only reimburse the person that made the payment. Make sure the payments are made by you, not your advisor/friend/parent.
- ▶ For additional rules, please see the FIU Travel Code:
https://controller.fiu.edu/wp-content/uploads/sites/24/2021/01/Travel_Manual.pdf

3.C. Checking your TA Status

- ▶ At any point, you can check the status of your Travel Authorization (before travel) or Expense Report (after travel) status at my.fiu.edu
 - Main Menu > Financials Self Service > Employee Self Service > Travel and Expenses > **Travel Authorization** > View Travel Authorizations
 - Main Menu > Financials Self Service > Employee Self Service > Travel and Expenses > **Expense Report** > View Expense Reports

If you find that your TA (or ER if you've returned) hasn't been created/submitted, follow up with your travel liaison!!

3.D. Appealing Funding Decision

- ▶ If you are not satisfied with the results, you have the right to appeal the GPSC decision. Contact the GPSC at gpssc@fiu.edu and the chair at gpsscchair@fiu.edu
 - ▶ Please refer to the GPSC's Standard Operating Procedures for a description of the appeal process.

Post-Travel Documents Submission

3.E. Documents Submissions After You Travel

- ▶ Submit post-travel documents **within one (1) week after travel** to **BOTH GPSC and your Travel Liaison**:
 - GPSC Post-Travel Documents Form (website)
 - <https://webforms.fiu.edu/view.php?id=243935>
 - Your department's travel liaison: Each travel liaison may have a different process, please contact your department for instructions
 - Some documents needed to reimbursement may vary by department. Please check with your travel liaison for specific items.
 - The 1 week deadline is to ensure your expense report can be closed out and submitted to the travel office.

3.E. Document Submission after you Travel

- ▶ You must submit receipts to anything you want reimbursed:
 - Receipts of payment for your transportation, registration, abstract fees, and/or lodging to GPSC.
 - For gas mileage, make sure to provide the mileage calculation.
 - **Professional Development** applicants must also submit to GPSC:
 - **Conference** applicants must also submit to GPSC:
 - Copy of the program.
 - Memorandum about your conference experience
 - This memo should be no longer than one (1) page and detail how and where you'll implement your newly acquired knowledge
 - **Research** applicants must also submit to GPSC:
 - PowerPoint post-travel presentation
 - A memorandum about your research experience
 - This memo should be no longer than one (1) page and include details of your research activities and how this experience will aid your research.

Note: most of these documents above will also be required by your travel liaison, please check with your department for specific requirements

3.E. Documents Submission after You Travel

- ▶ Once you submit all documents to both GPSC and your travel liaison, please follow up with your travel liaison regarding your reimbursement details and dates!
 - After this step, GPSC has almost no insight into your reimbursement. It is between your travel liaison and the travel office.
- ▶ It is your responsibility to ensure you receive reimbursement within the current funding year (June 1st - May 31st). If you are not reimbursed before the end of the funding year, it may result in loss of funding.
 - Please reach out to GPSC for any concerns with the items submitted to GPSC.

Part IV

What is GPSC?

About the GPSC

Facilitates and enhances the overall graduate student experience and advances the University's academic goals

- ▶ Promotes quality presentations and research efforts
- ▶ Provides educational workshops on topics including thesis/dissertation, as well as coordinating symposiums, scholarly forums, and social events

GPSC Members

- ▶ 5 Graduate Senators elected by student body
- ▶ 1 Medical Senator elected by Medical student body
- ▶ 1 Law Senator elected by Law student body

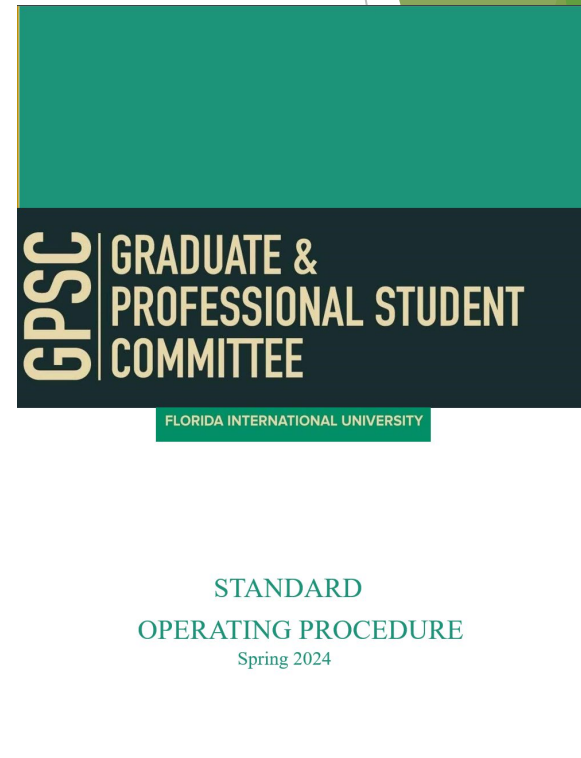
- ❖ GPSC Travel Funding Coordinator: non-voting facilitator of GPSC, approves applications, corresponds with students, provides report to GPSC

Website: gpsc.fiu.edu

GPSC Standard Operating Procedures

For a more in-depth look at GPSC and funding rules, please see the GPSC Standard Operating Procedures.

GPSC | GRADUATE &
PROFESSIONAL STUDENT
COMMITTEE



Updated Spring 2024

- ▶ [GPSC Standard Operating Procedures](#)

Contact Information

GPSC Travel Coordinator: gpsc@fiu.edu

or

GPSC Chair: gpscchair@fiu.edu