GPSC Travel Funding Tutorial

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Part I

Overview of GPSC Funding
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](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. 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 gspc.fiu.edu for up-to-date numbers. For more information, please email the GPSC Chair at gspcchair@fiu.edu or GPSC at gspc@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. 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)

- 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.
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.
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.
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, mileage 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
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)

- 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)

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

2.A. Conference Funding Walkthrough

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

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

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.
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.
2.A. Conference Funding Walkthrough
https://webforms.fiu.edu/view.php?id=176663

- 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
Please review your application.

At this step, you 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**

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.
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.
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.
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.
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, mileage 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
2.B. Professional Development Funding Walkthrough
https://webforms.fiu.edu/view.php?id=176663

- 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)

- 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)

- 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

- 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.
2.B. Professional Development Funding
Walkthrough
https://webforms.fiu.edu/view.php?id=176663

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

- 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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Early Bird (before Jan 31)</th>
<th>Regular (on Feb 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Member</td>
<td>$285</td>
<td>$315</td>
</tr>
<tr>
<td>Early Career Professional Member</td>
<td>$205</td>
<td>$235</td>
</tr>
<tr>
<td>Student Member</td>
<td>$80</td>
<td>$110</td>
</tr>
<tr>
<td>Student Member First-Author Presenter</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Student Non-member</td>
<td>$140</td>
<td>$170</td>
</tr>
<tr>
<td>Non-member</td>
<td>$400</td>
<td>$470</td>
</tr>
</tbody>
</table>

Registration Fee Table Example
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

- 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
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

Submit  Previous

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.
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.
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.
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, mileage 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
2.C. Research Funding Walkthrough
https://webforms.fiu.edu/view.php?id=176663

- 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)

- Provide the full title of the Thesis/Dissertation 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.
2.C. Research Funding Walkthrough
https://webforms.fiu.edu/view.php?id=176663)

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)

- 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)

- 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
Please review your application.

At this step, you 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

Submit  Previous

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.
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!!
If you are not satisfied with the results, you have the right to appeal the GPSC decision. Contact the GPSC at gpsc@fiu.edu and the chair at gpscchair@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.
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
For a more in-depth look at GPSC and funding rules, please see the GPSC Standard Operating Procedures.
Contact Information

GPSC Travel Coordinator: gpsc@fiu.edu
or
GPSC Chair: gpscchair@fiu.edu