

# GPSC FAQs

GPSC (Graduate & Professional Students Committee) travel funding is a privilege not a right. So please be responsible with your required tasks for funding, and respectful to those who assist you with the funding process. **TIP:** Press 'Ctrl' + 'F' or 'Command' + 'F' to search for a keyword.

## TOP QUESTIONS

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- [What dates do I put down in the Release and Indemnity Agreement form? Dates of travel or event?](#)
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## **AWAITING THE GPSC'S DECISION**

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### **SUPPORTING DOCUMENTATION**

- What does my letter of support have to say?
- What if my advisor is out of town, country, otherwise unreachable?
- What is a summary of benefits for the State of Florida and FIU?
- What is a budget?
- What is a summary of outlining skills?
- What are Internet headers and footers?

### **ACCEPTANCE LETTER DOCUMENTATION**

- What can I do if my acceptance letter isn't addressed to me because I'm not the first author?
- Do I have to translate my acceptance letter that is in a foreign language if a committee member is fluent in that language?
- I haven't received an acceptance letter yet, and my 5-week deadline is approaching, will the GPSC consider my request without an acceptance letter?
- My conference does not send out acceptance letters, what can I submit?

### **TRANSPORTATION DOCUMENTATION**

- Can I submit the airfare quote for the flight I want to choose? Or do I have to submit various airfare quotes?
- What type of vehicle am I allowed to rent?
- What do I submit to request gas/mileage?

### **REGISTRATION FEE DOCUMENTATION**

- My registration fees are in non-US currency, do I have to include currency exchange documentation?

### **CLASS REGISTRATION DOCUMENTATION**

Does the GPSC need my class schedule?

## RELEASE AND INDEMNITY AGREEMENT FORM DOCUMENTATION

- What dates do I put down in the Release and Indemnity Agreement form? Dates of travel or event?

## TRAVELING WITH A GROUP

- There's a group of us going to the same event as a team/panel, can we use one application form?
- There's a group of us going as a team to an event and there's a team registration fee. How do we go about requesting funding for that fee? Do we split it up equally?
- What if several of us are going to the same conference, can the letter of support be for all us?
- A group of us are traveling to a conference by car, do we split up the mileage equally?
- A group of us are traveling to a conference and want to rent a car, do we split up the rental charges equally?

## FLIGHT/GROUND TRANSPORTATION EXPENSES

- Does the GPSC reimburse luggage/checked bag fees?
- My carry-on turned out to be too big and I had to check my bag in at the airport, will you reimburse that fee?
- I had to change my flight to a less expensive flight but still incurred a small but not complete balance to pay for penalty charges, will the GPSC reimburse this balance as well?
- I checked in the curbside and tipped the baggage steward, will the GPSC reimburse this tip?
- Will the GPSC reimburse travel insurance fees?
- Does the GPSC reimburse travel companies' service charge?
- Does the GPSC reimburse taxis or shuttles?
- I would like to leave an extra week earlier/return a week later to visit the city, family, friends. Comparing the airfare quotes, the prices are about the same/less expensive, am I allowed to do this?
- Can I get funding if I'm not originating my travel in Miami? Or returning to Miami?
- Can I get funding if I book a ticket to a nearby city but not the city where my event is taking place?
- Can travel to Hawaii or Alaska be considered as a foreign travel request?

- Will the GPSC reimburse travel that includes back to back conferences?
- Will the GPSC reimburse one-way travel?

### **CAR TRANSPORTATION EXPENSES**

- Does the GPSC reimburse vicinity travel?
- Does the GPSC reimburse toll charges?
- When requesting car rental reimbursement, will the GPSC reimburse the gas as well?
- Am I allowed to drive my own vehicle instead of flying?
- My total request is under the maximum amount allowed, can I get the max amount and use what's left to rent a car while I'm traveling?

### **FOOD EXPENSES**

- Does the GPSC reimburse food?
- Does the GPSC reimburse personal expenses?

### **LODGING EXPENSES**

- Does the GPSC reimburse lodging?
- Is it true that the GPSC doesn't cover hotel?
- I'm requesting under the maximum of the total amount allowed, can I use what's left for hotel?

### **REGISTRATION FEES EXPENSES**

- My registration fees include hotel, will the GPSC reimburse this?
- My registration fees include a mandatory luncheon, gala, mixers, etc., will the GPSC reimburse all of this?
- But in the past the GPSC has reimbursed my member fees, luncheon, etc., why not now?
- Does the GPSC reimburse abstract submission fees?

### **PRE-TRAVEL TASKS**

- Do I have to follow up with my department's travel liaison that a Travel Authorization (TA) was created before I leave?

## MEMORANDUM OF CONFERENCE OR RESEARCH EXPERIENCE

- [What do I have to put in the memorandum of my conference or research experience?](#)
- [A group of us went to the same conference/event. Can we all use the same memorandum of our conference experience?](#)

## POST-TRAVEL PRESENTATION

- [I applied for Professional Development or Research, what kind of presentation do I have to do?](#)
- [Can I submit the PowerPoint slides instead of an outline?](#)
- [There are several of us going to the same event, can we all present at the same time?](#)
- [What does my post-travel presentation have to be about?](#)
- [I'm already planning on doing a presentation when I come back from my event in which I would use the knowledge that I learned from my event. Can this count as the presentation?](#)
- [I'm helping organize an event after returning from my event. Can this count as my posttravel presentation?](#)
- [When and where do I have to do my post-travel presentation, and to whom?](#)
- [Two of us that went to an event are going to do a presentation. Is it all right if one creates the PowerPoint and the other one does all the talking?](#)

## REIMBURSEMENT AND POST-TRAVEL DOCUMENTS

- [Who do I follow up with about my reimbursement?](#)
- [It has been two, three, six months, etc., and I have completed all of my requirements, what is the status of my reimbursement?](#)
- [Do I have to turn in copies of my boarding passes even if I'm not requesting flight reimbursement?](#)
- [I lost my boarding passes/I'm using mobile boarding passes/I'm traveling Southwest Airlines/my mother threw away my boarding passes, etc. What can I do?](#)
- [I turned in all my post-travel documents to my department's travel liaison, why do I have to turn it in to you too?](#)
- [I went to the GPSC Office and no one is there, where can I submit my paperwork? □ Can I submit my post-travel documents via e-mail?](#)

## APPLYING AND APPEAL PROCESS

### WHEN CAN I SUBMIT MY APPLICATION?

You can submit your application any time throughout the year (GPSC funding year June 1 – May 31). However, you MUST submit your application no later than 5 weeks prior to your first date of travel.

No applications will be reviewed when the university is closed including semester breaks. If the event takes place during the period when the applications are not accepted, it is the applicant's responsibility to submit the application before the beginning of the blackout dates in order to fulfill the 5-week deadline requirement (35 days prior to travel day for the conference).

**IF I AM DENIED FUNDING, AM I ALLOWED TO APPEAL THE GPSC'S DECISION?**

Yes. If the applicant is not approved or partially approved by the GPSC, the applicant has the right to appeal. Students should contact the GPSC at [gpsc@fiu.edu](mailto:gpsc@fiu.edu) and the GPSC Chair at [gpscchair@fiu.edu](mailto:gpscchair@fiu.edu). Please mention funds submission/application number in the email and refer to the GPSC's SOPs for the description of the appeal procedure.

**CAN GRADUATE STUDENTS APPLY TO BOTH RSO (REGISTERED STUDENT ORGANIZATIONS) AND THE GPSC FOR THE SAME EVENT?**

No. This regulation is in place because both RSO and GPSC are funded by Activity and Service Fees (A&S Fees). In accordance to FIU guidelines, you may only receive funding once per travel event from organizations using A&S Fees. This rule is strictly enforced. If you are caught double-dipping in any way, you will be sent to student conduct for violating policy.

However, applying for GPSC and your department's or college's travel funds (or using a professor's grant) is admissible. If you're unsure if your other source of funding uses A&S fees or not, check with the point of contact (i.e., your department secretary for department funds or your professor for grant).

**SINCE THE GPSC DOESN'T REIMBURSE, FOOD, PER DIEM ETC., IS IT ALLOWED TO REQUEST SGA, RSO, OR ANY OTHER ORGANIZATION THAT USES A&S FEES FOR ADDITIONAL FUNDING?**

No, this is still considered double-dipping and not allowed. Students caught doing this will not be reimbursed and will be sent to student conduct for violating policy.

**CAN I REQUEST FUNDING AS A STUDENT AT MMC, BBC, I-75, OR EC?**

Yes, any full-time graduate student enrolled at FIU may apply for funding.

**CAN I REQUEST FUNDING FOR BOTH CONFERENCE REGISTRATION FEES AND TRANSPORTATION?**

Yes, Conference and Professional Development applicants can request for both registration fees and transportation. Please check the funding workshop presentation to determine which funding you qualify for.

**CAN I APPLY FOR BOTH CONFERENCE AND PROFESSIONAL DEVELOPMENT FOR THE SAME CONFERENCE?**

The GPSC can fund students only once per funding year (GPSC funding year June 1 – May 31). Applying for both Conference and Professional Development counts as two types of funding. You need to choose one type of funding you wish to receive.

**CAN I APPLY FOR RESEARCH ONCE, CONFERENCE ONCE, AND PROFESSIONAL DEVELOPMENT ONCE, ALL AT DIFFERENT TIMES FOR DIFFERENT EVENTS IN THE SAME FUNDING YEAR?**

The GPSC can fund students only once per funding year for any kind of funding. Funding for two or all three funding types, even if they are for different events at different times, would sum up to two or three reimbursements in the funding year. You will need to choose only one event and one type of funding you wish to receive for the entire funding year.

**IF I'M NOT THE FIRST AUTHOR, DOES THAT MEAN I AM ONLY ELIGIBLE FOR PROFESSIONAL DEVELOPMENT FUNDING?**

If you are not the first author, but you will be the presenting author, then you qualify for Conference funding. You will need to provide proof that you will be the presenting author. Nonpresenting authors are eligible for Professional Development funding. Please check the funding workshop presentation to determine which funding you qualify for.

**MY ABSTRACT WAS ACCEPTED FOR POSTER PRESENTATION, AM I ELIGIBLE FOR CONFERENCE FUNDING?**

Yes, if you were accepted for poster presentation then you are eligible for Conference funding. However, only one author will be approved for GPSC travel funding per poster presentation. Please check the funding workshop presentation to determine which funding you qualify for.

**I'M NOT REQUESTING FLIGHT REIMBURSEMENT, DOES THE 24-HOUR RULE APPLY TO ME?**

Yes, even if you don't request transportation reimbursement, you must begin and end travel within 24 hours of event start and end dates for domestic travel and 48 hours for foreign travel as you are traveling under FIU.

**CAN I APPLY FOR GPSC FUNDING IF I'M ENROLLED AS A NON-DEGREE SEEKING GRADUATE STUDENT?**

Unfortunately, because non-degree seeking students do not pay A&S fees, they are not eligible for GPSC travel funding.

**CAN I APPLY FOR GPSC FUNDING IF I'M RECEIVING TUITION REIMBURSEMENT FROM FIU?**

Unfortunately, because graduate students that are receiving tuition reimbursement from FIU do not pay A&S fees, they are not eligible for GPSC travel funding.

## CAN I APPLY FOR GPSC FUNDING IF I'M RECEIVING CREDIT FOR MY EVENT?

Unfortunately, GPSC travel funds cannot go toward an event in which the student is receiving credit (internship, study abroad, events for practicum hours or continuing education credits, etc.).

## FUNDING WORKSHOP

### WHAT IS A FUNDING WORKSHOP?

The funding workshop is a Power Point presentation containing all of the information needed to apply for GPSC funds. It also includes a walkthrough for each type of funding request: Conference, Professional Development, and Research. You may view it at anytime here, or at [gpsc.fiu.edu](http://gpsc.fiu.edu). You may also request a funding workshop by the GPSC for your program or department at [gpsc@fiu.edu](mailto:gpsc@fiu.edu), and/or [gpscchair@fiu.edu](mailto:gpscchair@fiu.edu).

### I DON'T HAVE TIME TO KEEP CHECKING BACK ON THE WEBSITE ABOUT ANY NEWS OR UPDATES. IS THERE A NOTIFICATION LIST I CAN JOIN?

Yes, you can e-mail [gpsc@fiu.edu](mailto:gpsc@fiu.edu) and request to join the GPSC's listserv for GPSC news and updates.

## SUBMITTING AN APPLICATION

### WHAT CONSTITUTES A COMPLETE APPLICATION?

A complete application should include all documentation/information required in accordance with the terms and conditions, as listed on the GPSC website and application.

*For your protection, we suggest you request a return receipt, acknowledging your application submission, from the GPSC, upon remittance. However, please note it is the applicant's responsibility to submit a complete application. The GPSC Office does not check for application completion.*

### WHAT IF I CANNOT GET ALL THE REQUIRED DOCUMENTS READY TO TURN IN ON TIME?

Please be mindful of time constraints. The only excusable document is the acceptance letter from the conference, but this is only acceptable if you turn in abstract submission proof in addition to the other documents for your application on time in an acceptable format. Please note that in order to get reimbursed you will still need to submit an acceptance letter.

### **WHAT IF I TURN IN MY APPLICATION A DAY (OR MORE) LATE?**

Due to FIU, SGA, A&S Business Office, and GPSC policies, the GPSC cannot make any exceptions. All late application will be automatically rejected.

### **HOW MANY TIMES CAN I RECEIVE FUNDING FROM THE GPSC?**

Students can receive funding once per funding year (June 1 – May 31). In order to make sure your funding counts for the current funding year, your travel needs to end by May 31st. All funds are allocated on first-come, first-served basis.

### **DOES THE GPSC ACCEPT FUNDING REQUESTS FOR SUMMER EVENTS?**

Yes. Keep in mind that the GPSC funding year ends May 31. All applications for events starting or ending in June or afterward will count as your one event for the **next** funding year.

### **IF I AM DENIED FUNDING DUE TO EXHAUSTED FUNDS, MAY I RE-APPLY FOR THE SAME REIMBURSEMENT THE FOLLOWING SEMESTER?**

No. State law requires that travel funding must be approved before travel and reimbursed after travel in the same fiscal year. It is for this reason that we require that all necessary paperwork be completed and submitted no later than five (5) weeks before the travel date in order to have ample time for the travel authorization process. It is in your best interest to apply as soon as possible.

### **MAY I APPLY FOR REIMBURSEMENT AFTER I HAVE RETURNED FROM MY CONFERENCE OR RESEARCH WORK?**

No. Under state law, no application can be considered for reimbursement after the event or travel dates have passed.

### **WHAT ARE THE CONSIDERATIONS FOR ALLOCATING TRAVEL FUNDS?**

Applications are approved on a first-come, first-served basis. However, if there is a conflict with allocating final funds, such as budgetary constraints the committee may choose to limit the amounts allocated.

### **WHAT ARE CONSIDERED TO BE “TRAVEL EXPENSES” AND “CONFERENCE FEES”?**

Travel Expenses – These are the travel expenses eligible for GPSC reimbursement:

ONE form of transportation (airfare, rail, mileage for own car, OR car rental (tolls reimbursement not included); GPSC funds cannot be used to pay fees, only the actual cost of the fare or rental). *Please note that GPSC funds cannot be used to reimburse for mileage for vicinity travel (within 50 miles from FIU), so consider that to be a personal expense.* The GPSC will also ignore budget airlines (e.g., Spirit, Frontier) when determining the lowest flight cost.

Conference Fees – The fee charged to register your attendance at the conference. The GPSC will only reimburse the early-bird registration cost.

This does not include any late fees, member fees, luncheon fees, etc. The GPSC will reimburse abstract submission fees.

#### **CAN I FORWARD MY E-MAIL RECEIPTS/CONFIRMATIONS TO THE GPSC VIA E-MAIL?**

No, forwarded e-mails are not accepted. All materials must be submitted electronically on the application.. You must print/save them to PDF, making sure that Internet headers and footers show you printed from the Internet.

#### **CAN I SUBMIT COPY AND PASTE SCREEN SHOTS?**

Unfortunately, copy and paste documents cannot be accepted.

#### **WILL THE GPSC ACCEPT E-MAIL PRINTOUTS FROM AN E-MAIL APPLICATION (SUCH AS OUTLOOK, APPLE MAIL, ETC.)?**

You need to log in to your webmail account and print to pdf your e-mail from there. Mac.com users can go to [iCloud.com](https://www.icloud.com) through a Firefox browser to print.

### **AWAITING THE GPSC'S DECISION**

#### **HOW OFTEN DOES THE GPSC MEET?**

The GPSC meets on a bi-weekly basis, however applications are reviewed continuously when the university is in session.

#### **HOW LONG WILL IT TAKE TO FIND OUT THE GPSC'S DECISION ABOUT MY FUNDING REQUEST?**

Normally, applications are reviewed within three weeks of application submission. After the application is reviewed, the applicant will receive a notification of acceptance/rejection within 2-3 business days. If it's been longer than three weeks since you've submitted your travel funding request, please follow up at [gpsc@fiu.edu](mailto:gpsc@fiu.edu).

#### **ALL MY FRIENDS WHO APPLIED AT THE SAME TIME AS I DID HAVE RECEIVED TRAVEL FUNDING REQUEST NOTIFICATIONS, BUT I HAVEN'T. WHY HAVEN'T I RECEIVED ANY NEWS FROM THE GPSC?**

Please check your junk mail to see if you have any e-mails from [gpsc@fiu.edu](mailto:gpsc@fiu.edu) before e-mailing us about the status of your application. When your application is approved, you should receive an e-mail notification within 2-3 business days.

## **SUPPORTING DOCUMENTATION**

### **WHAT DOES MY LETTER OF SUPPORT HAVE TO SAY?**

Your faculty advisor needs to create a letter supporting you by name for the particular event/research you are requesting funding for. The letter may include the benefits you, as well as FIU, would receive from this event. Your faculty advisor must submit the letter electronically via the link sent to them after you have submitted your application via the GPSC webform. You should follow up with your faculty advisor to make sure s/he has received this request.

### **WHAT IF MY ADVISOR IS OUT OF TOWN, COUNTRY, OTHERWISE UNREACHABLE?**

If you're unable to reach your faculty advisor for a letter of support, you may ask your department chair, chair of committee, or a professor from your department who is familiar with your work.

### **WHAT IS A SUMMARY OF BENEFITS FOR THE STATE OF FLORIDA AND FIU?**

A summary of benefits for the State of Florida and FIU is a letter stating how the funds (if granted) will be used to benefit the State of Florida and Florida International University.

### **WHAT IS A SUMMARY OF OUTLINING SKILLS?**

This should be no longer than one page and outline the skills learned and how they will be taught at FIU.

### **WHAT ARE INTERNET HEADERS AND FOOTERS?**

Internet headers and footers are the information found at the very top and bottom of each Internet printout. Normally it includes the web address, date, and page numbers. You can verify that the Internet headers and footers are showing up in Preview mode before printing your pages. Instructions on how to verify can be found in the funding workshop presentation.

## **ACCEPTANCE LETTER DOCUMENTATION**

### **WHAT CAN I DO IF MY ACCEPTANCE LETTER ISN'T ADDRESSED TO ME BECAUSE I'M NOT THE FIRST AUTHOR?**

You can submit proof of co-authorship by submitting a copy of your abstract with all the authors. If your advisor is the first author, in the letter of support co-authorship and presenting status should be stated as well. If the acceptance letter does not state that you will be the presenting author, you will need to provide proof of presenter status upon return in the form of an e-mail, letter, or certificate from the conference organizers.

**DO I HAVE TO TRANSLATE MY ACCEPTANCE LETTER THAT IS IN A FOREIGN LANGUAGE IF A COMMITTEE MEMBER IS FLUENT IN THAT LANGUAGE?**

Whether any GPSC member speaks a foreign language or not, your acceptance letter, as well as any other documentation, must be in English or translated into English for our records.

**I HAVEN'T RECEIVED AN ACCEPTANCE LETTER YET, AND MY 5-WEEK DEADLINE IS APPROACHING, WILL THE GPSC CONSIDER MY REQUEST WITHOUT AN ACCEPTANCE LETTER?**

If you've submitted an abstract and have received an abstract submission confirmation letter or e-mail, you can include that e-mail in place of the acceptance letter, along with your abstract. However, please note that you must submit an acceptance letter in order to get reimbursed. Your reimbursement will be put on hold until you submit an acceptance letter.

**MY CONFERENCE DOES NOT SEND OUT ACCEPTANCE LETTERS, WHAT CAN I SUBMIT?**

If your conference does not send you an acceptance letter, you can submit proof of submission or acceptance. If you submitted online, there could be a page that you log on to that states that your paper has been submitted or accepted. If accepted, you may also have a page that says when it will be scheduled. Some conference organizers automatically accept all papers, however many send out notifications of paper/poster presentations date and times. If you receive such an e-mail, this will also serve as the acceptance letter.

**TRANSPORTATION DOCUMENTATION**

**CAN I SUBMIT THE AIRFARE QUOTE FOR THE FLIGHT I WANT TO CHOOSE? OR DO I HAVE TO SUBMIT VARIOUS AIRFARE QUOTES?**

If you choose a particular flight due to your availability to travel on that day, you need to submit airfare quotes so that the committee can compare the different prices. If the committee finds that you submit only one airfare quote without an explanation and an airfare search shows more economical prices, the committee will either choose the lowest airfare price or deny you funding. Please take notice of the cabin classes when you submit airfare quotes. The GPSC cannot fund First Class or Business travel. Note: The GPSC will not consider budget airlines (e.g., Spirit, Frontier) as the lowest cost. They will only consider normal airlines (e.g., Delta, American)

**WHAT TYPE OF VEHICLE AM I ALLOWED TO RENT?**

The GPSC can fund the rental of a compact car. According to FIU Travel Policy, "The University will reimburse travelers for the rental of compact cars, or the most economical class available for rental if compact cars are not available."

**WHAT DO I SUBMIT TO REQUEST GAS/MILEAGE?**

For Gas requests when renting a car, you should go to [MapQuest](#) and click on the Gas Prices tab. You should look for the “Gas Calculator” to find gas quotes. If asked for estimated fuel costs, you should click to calculate for “Cost.”

For Mileage requests, you should go to [MapQuest](#) and print out directions from FIU-MMC or home, whichever is closer to the conference destination and back, with the complete itinerary, showing the total mileage for the trip. According to FIU Travel, the “current mileage rate is 0.445 per mile for official travel using a privately owned vehicle.”

You must also submit an airfare quote if you are requesting mileage or rental cars to ensure airfare is not cheaper than driving.

### **REGISTRATION FEES DOCUMENTATION**

#### **MY REGISTRATION FEES ARE IN NON-US CURRENCY, DO I HAVE TO INCLUDE CURRENCY EXCHANGE DOCUMENTATION?**

Yes, please use [Oanda](#). You can search for the historical exchange rates [here](#) and select the currency and the date in which you made your purchase. Then click on Currency Converter to enter the amount you paid.

### **CLASS REGISTRATION DOCUMENTATION**

#### **DOES THE GPSC NEED MY CLASS SCHEDULE?**

No, you do not need to submit your class schedule. However, if you are requesting reimbursement for a costlier flight due to class schedule, we recommend including this information in your memo.

### **RELEASE AND INDEMNITY AGREEMENT FORM DOCUMENTATION**

#### **WHAT DATES DO I PUT DOWN IN THE RELEASE AND INDEMNITY AGREEMENT FORM? DATES OF TRAVEL OR EVENT?**

Please put down the dates of travel in the release form. If you put down the dates of the event only, or no dates at all, the committee will be unable to approve your travel funding request.

## **TRAVELING WITH A GROUP**

### **THERE'S A GROUP OF US GOING TO THE SAME EVENT AS A TEAM/PANEL, CAN WE USE ONE APPLICATION FORM?**

No, the GPSC funds individuals. Each team/panel member must submit a separate and individual application with all necessary documents.

### **THERE'S A GROUP OF US GOING AS A TEAM TO AN EVENT AND THERE'S A TEAM REGISTRATION FEE. HOW DO WE GO ABOUT REQUESTING FUNDING FOR THAT FEE? DO WE SPLIT IT UP EQUALLY?**

No, one individual member of the team should request for the full amount of the team registration fee and pay for it. Please remember, the GPSC funds individuals and not teams. Each member will have to apply separately.

### **WHAT IF SEVERAL OF US ARE GOING TO THE SAME CONFERENCE, CAN THE LETTER OF SUPPORT BE FOR ALL US?**

If you are applying for Professional Development, the same letter of support can be used for all applicants who are traveling to the same event as long as the letter states each student's name, as well as the name of the event.

If you are applying for Conference and are participating in a competition/debate/meet as a group, then the same letter of support can be used for all applicants who are traveling to the same event as long as the letter states each student's name, as well as the name of the event.

### **A GROUP OF US ARE TRAVELING TO A CONFERENCE BY CAR, DO WE SPLIT UP THE MILEAGE EQUALLY?**

According to FIU Travel, the "traveler is not entitled to a mileage allowance when transported gratuitously by another person." Only the driver/car owner of the group should request the full amount of mileage.

### **A GROUP OF US ARE TRAVELING TO A CONFERENCE AND WANT TO RENT A CAR, DO WE SPLIT UP THE RENTAL CHARGES EQUALLY?**

No, one individual member of the group should request the full amount of the car rental charges and pay for it. Please note, all individuals should apply at the same time. The person requesting car rental charges should include a memo explaining the reason for the specific car request and include the names of those in your group. Requesting a 12-passenger van without explanation will not be approved.

## **FLIGHT/GROUND TRANSPORTATION EXPENSES**

**DOES THE GPSC REIMBURSE LUGGAGE/CHECKED BAG FEES?**

No, the GPSC does not reimburse luggage fees.

**MY CARRY-ON TURNED OUT TO BE TOO BIG AND I HAD TO CHECK MY BAG IN AT THE AIRPORT, WILL THE GPSC REIMBURSE THAT FEE?**

No, the GPSC does not cover checked bag fees.

**I HAD TO CHANGE MY FLIGHT TO A LESS EXPENSIVE FLIGHT BUT STILL INCURRED A SMALL BUT NOT COMPLETE BALANCE TO PAY FOR PENALTY CHARGES, WILL THE GPSC REIMBURSE THIS BALANCE AS WELL?**

No, the GPSC does not cover penalty fees. The total penalty fee will be subtracted from the total amount and you will only be eligible to get reimbursed for this difference as long as it does not exceed the amount that the GPSC approved you for travel funding.

**I CHECKED IN THE CURBSIDE AND TIPPED THE BAGGAGE STEWARD, WILL THE GPSC REIMBURSE THIS TIP?**

No, the GPSC does not reimburse tips, gratuity fees of any kind.

**WILL THE GPSC REIMBURSE TRAVEL INSURANCE FEES?**

No, the GPSC does not reimburse any insurance charges you may have incurred.

**DOES THE GPSC REIMBURSE TRAVEL COMPANIES' SERVICE CHARGE?**

Yes, the GPSC will reimburse service charges from travel companies.

**DOES THE GPSC REIMBURSE TAXIS/SHUTTLES/UBER/LYFT?**

The GPSC covers only one (1) mode of transportation. You would need to choose either airfare OR ground transportation to and from airport, etc. If your College or Department provides travel funds, they often cover these charges.

**I WOULD LIKE TO LEAVE AN EXTRA WEEK EARLIER/RETURN A WEEK LATER TO VISIT THE CITY, FAMILY, FRIENDS. COMPARING THE AIRFARE QUOTES, THE PRICES ARE ABOUT THE SAME/LESS EXPENSIVE, AM I ALLOWED TO DO THIS?**

No, in accordance with FIU Travel Policy, travel must occur within 24 hours of event for domestic travel, 48 hours for foreign travel as you are representing FIU and covered by FIU during your travel.

**CAN I GET FUNDING IF I'M NOT ORIGINATING MY TRAVEL IN MIAMI? OR RETURNING TO MIAMI?**

In accordance with FIU Travel Policy, all travel must originate and end in Miami/Ft. Lauderdale within 24 hours of event start and end dates for domestic travel, 48 hours for foreign travel. If you're doing dissertation fieldwork at the time of the event, please [contact us](#).

#### **CAN I GET FUNDING IF I BOOK A TICKET TO A NEARBY CITY BUT NOT THE CITY WHERE MY EVENT IS TAKING PLACE?**

The GPSC can reimburse students traveling to the city of the event. If you would like to travel to nearby city, it must be considered vicinity travel (no greater than 50 miles away from the city of the event). The only exception is if the city of your event does not have an airport, at which point you'd have to travel to the nearest city. In both cases, you should include a memo explaining why you chose a nearby city in order to clear up any confusion.

#### **CAN TRAVEL TO HAWAII OR ALASKA BE CONSIDERED AS A FOREIGN TRAVEL REQUEST?**

Per FIU Travel Policy, foreign travel is defined as "travel outside the United States, Puerto Rico, and the Virgin Islands." The FIU Travel Manual defines domestic travel as "travel within the contiguous United States, Alaska, Hawaii, and the U.S. territories and possessions."

Unfortunately, the GPSC cannot make exceptions for events taking place in a domestic territory outside the continental United States.

#### **WILL THE GPSC REIMBURSE TRAVEL THAT INCLUDES BACK TO BACK CONFERENCES?**

Unfortunately, the GPSC cannot reimburse travel that includes back to back conferences. The GPSC can only reimburse travel/registration expenses for one event. Even if the approved amount would only cover one leg of the travel, students are still required to depart and return within 24 hours of conference start/end dates to and from the destination of the conference for domestic travel, 48 hours for foreign travel.

#### **WILL THE GPSC REMIBURSE ONE-WAY TRAVEL?**

Unfortunately, the GPSC cannot fund one-way travel, even if the approved amount would only cover one leg of the travel and/or you're receiving funding from another separate source that would cover the other leg of the trip. Students are still required to depart and return within 48 hours of conference start/end dates to and from the destination of the conference.

### **CAR TRANSPORTATION EXPENSES**

#### **DOES THE GPSC REMIBURSE MILEAGE FOR VICINITY TRAVEL?**

No, the GPSC does not reimburse vicinity travel. According to FIU Travel policy vicinity travel is defined as “travel within 50 miles (one-way) of the traveler’s headquarters or residence, whichever is shorter.”

**DOES THE GPSC REIMBURSE TOLL CHARGES?**

No, the GPSC does not reimburse toll charges.

**WHEN REQUESTING CAR RENTAL REIMBURSEMENT, WILL THE GPSC REIMBURSE GAS AS WELL?**

Yes, the GPSC can reimburse both car rental and gas expenses. For gas quotes, you will need to go to MapQuest Gas Calculator and select the Gas Prices tab. When the fuel prices come up, click on the Gas Calculator link and enter the relevant information. If asked for fuel estimated cost, select for Cost (not Reimbursement). Upon return you will need to submit your gas receipts for exact amounts.

**AM I ALLOWED TO DRIVE MY OWN VEHICLE INSTEAD OF FLYING?**

Yes, you may be reimbursed up to the amount it would have cost to fly to your destination. Please include quotes for round-trip airfare cost with your GPSC travel funding request.

**MY TOTAL REQUEST IS UNDER THE MAXIMUM AMOUNT ALLOWED, CAN I RECEIVE THE MAXIMUM AMOUNT AND USE WHAT’S LEFT TO RENT A CAR WHILE I’M TRAVELING?**

The GPSC only reimburses one (1) mode of transportation. You must choose whether you want the GPSC to reimburse either your airfare OR the car rental while you’re at your event. Even if requesting the car rental during your event, you must still abide by the 24-hour rule and will need to submit airfare quotes.

**FOOD/PERSONAL EXPENSES**

**DOES THE GPSC REIMBURSE FOOD?**

No, the GPSC does not reimburse food, luncheons, mixers, etc., held at conferences, whether included in registration fees or not.

**DOES THE GPSC REIMBURSE PERSONAL EXPENSES?**

No, the GPSC does not reimburse any personal expenses.

**LODGING EXPENSES**

**DOES THE GPSC REIMBURSE LODGING?**

Yes, GPSC travel funding reimburses lodging for conference presenters only.

**I'M REQUESTING UNDER THE MAXIMUM OF THE TOTAL AMOUNT ALLOWED, CAN I USE WHAT'S LEFT FOR OTHER EXPENSES?**

The GPSC will not approve any reimbursement requests outside of what is covered by the GPSC.

**REGISTRATION FEES EXPENSES**

**MY REGISTRATION FEES INCLUDE HOTEL, WILL THE GPSC REMIBURSE THIS?**

According to FIU Travel Policy, "reimbursement shall not be allowed for any meal or lodging when said expenses are included in the registration fees for the convention, conference, workshop or seminar." If you are not a conference presenter, you will need to ask the event organizers what the cost would be for registration without hotel stay. You would need to include the e-mail/letter from the organizers explaining the registration fee breakdown with your application.

**MY REGISTRATION FEES INCLUDE A MANDATORY LUNCHEON, GALA, MIXERS, ETC., WILL THE GPSC REIMBURSE ALL OF THIS?**

According to FIU Travel Policy, "reimbursement shall not be allowed for any meal or lodging when said expenses are included in the registration fees for the convention, conference, workshop or seminar." The GPSC does not reimburse food, whether it's mandatory or not. You must include the registration fee breakdown, whether obtained via receipt, website, or by an email from the event organizers explaining the costs.

**DOES THE GPSC REIMBURSE ABSTRACT SUBMISSION FEES?**

Yes, the GPSC will reimburse abstract submission fees.

**PRE-TRAVEL TASKS**

**DO I HAVE TO FOLLOW UP WITH MY DEPARTMENT'S TRAVEL LIAISON THAT A TRAVEL AUTHORIZATION (TA) WAS CREATED BEFORE I LEAVE?**

Yes, you should. This will expedite your reimbursement and prevent any problems that may occur. For example, if your department's travel liaison has an emergency medical leave of absence. It is your responsibility to see who will create your TA. If you begin to ask this question after you return from your event and expect to get reimbursed, and no one has created your TA

beforehand, this will create a roadblock, especially since, per Controller's Office, TAs must be created before travel begins.

## **MEMORANDUM OF CONFERENCE OR RESEARCH EXPERIENCE**

### **WHAT DO I HAVE TO PUT IN THE MEMORANDUM OF MY CONFERENCE OR RESEARCH EXPERIENCE?**

This memo should be no longer than one page. For Professional Development applicants, the memo should detail how you will implement your newly acquired skills/knowledge. For Research applicants, the memo should include details of your research activities and how this experience will aid your research.

### **A GROUP OF US WENT TO THE SAME CONFERENCE/EVENT. CAN WE ALL USE THE SAME MEMORANDUM OF OUR CONFERENCE EXPERIENCE?**

No, each individual must submit a separate memorandum about each individual's experience at the event.

## **REIMBURSEMENT AND POST-TRAVEL DOCUMENTS**

### **WHO DO I FOLLOW UP WITH ABOUT MY REIMBURSEMENT?**

Whoever created your TA and Expense Report is the point of contact for you regarding your reimbursement. You must still submit a set of copies of your post-travel documents via the GPSC Post-travel Form (check our website for the link), but once you do, the person who created your TA and Expense Report is the one who can tell you about the status of your reimbursement.

### **IT HAS BEEN TWO, THREE, SIX MONTHS, ETC., AND I HAVE COMPLETED ALL OF MY REQUIREMENTS, WHAT IS THE STATUS OF MY REIMBURSEMENT?**

You need to follow up with the person who created your TA and Expense Report. Unfortunately, the GSPC Office does not have access in PantherSoft to find out a student's reimbursement status. Alternatively, you can go to [my.fiu.edu](http://my.fiu.edu) and look under: Main Menu > Financials Self Service > Employee Self Service > Travel and Expenses. From there pick either Travel Authorizations or Expense Reports and then select View. You will find all your existing TAs or ERs and can select the one you're inquiring about to find out its status.

### **DO I HAVE TO TURN IN COPIES OF MY BOARDING PASSES EVEN IF I'M NOT REQUESTING FLIGHT REIMBURSEMENT?**

Unless you are given other instructions when receiving notification on your travel funding request, you are not required to submit boarding passes.

**I LOST MY BOARDING PASSES/I'M USING MOBILE BOARDING PASSES/I'M TRAVELING SOUTHWEST AIRLINES/MY MOTHER THEW AWAY MY BOARDING PASSES, ETC. WHAT CAN I DO?**

If the committee asks you to submit copies of your boarding passes and you're afraid you might misplace the passes during your travels, take a picture of them when you receive them. If you use mobile boarding passes, take a screen shot from your smartphone. If you're traveling with an airline that doesn't hand out paper boarding passes, take a picture of it when you receive the boarding pass. If you take a picture of your boarding pass as soon as you receive any type of boarding pass, you can have it as back-up in case your mother throws away your original.

**I TURNED IN ALL MY POST-TRAVEL DOCUMENTS TO MY DEPARTMENT'S TRAVEL LIAISON, WHY DO I HAVE TO TURN IT IN TO YOU TOO?**

In the checklist that you read prior to applying, it states that you have to turn in copies to your department's travel liaison and copies to the GPSC. What your department's travel liaison requires is different from what the GPSC requires. It is not your department's travel liaison's responsibility to forward your documents to us. The GPSC Office does not have access to the documents uploaded by travel liaisons. You must submit copies of your post-travel documents online via the GPSC Post-travel Form (check our website for the link) in order to expedite your reimbursement.

**CAN I SUBMIT MY POST-TRAVEL DOCUMENTS VIA E-MAIL?**

No, all applications and post-travel documents must be submitted online. Check our website for the links.