

COLLEGE OF ARTS, SCIENCES & EDUCATION
TRAVEL SUPPORT: POLICIES, PROCEDURES & APPLICATION
(REVISED: February 2024)

The College of Arts, Sciences and Education (CASE) will support travel by graduate students on a matching basis. The college will award up to \$200 once a fiscal year to encourage graduate students to present their participate in professional meetings or defray travel expenses associated with research.

I. Criteria

A. Academic Status

1. students must have a minimum GPA of 3.0
2. student must be enrolled as full-time students at time of application

B. Purpose of Travel (see three examples below)

1. To participate in a professional meeting
2. To support travel to research sites
3. Interview for academic positions

II. Procedures

- A. Complete the application form and include only page 2 with the application.
- B. Prepare a memo requesting CASE funding
- C. Obtain a memo/email of support from the Graduate Program Director or Chair/Associate Chair to support the travel
- D. Obtain a memo of support from the major professor/PI on the grant
- E. If available, provide evidence of matching support for the travel (email/scan of communication from Student Govt., Department, outside agency, etc.)
- F. If the department is providing the matching funds, the department chair or associate chair must indicate the amount of support by memo or email.
- E. Prepare a single PDF file (application page, memos, emails).
- F. Submit travel request to the department for processing.
- G. **Department will send PDF to Mery Castro (mejiam@fiu.edu) 2 weeks prior to travel.**

III. Limitations

- A. All student travel for the purposes supported by this policy **MUST** have an approved FIU Travel Authorization (TA) **PRIOR** to travel. Please see your department GPD or Graduate Secretary to initiate a TA.
- B. The college will provide up to \$200/student/fiscal year. Any expenses beyond \$200/student/fiscal year will be the responsibility of the student or must be paid through other sources.
- C. **LATE** applications will not be considered for funding.

CASE APPLICATION FOR GRADUATE STUDENT TRAVEL SUBSIDY

Date:

Student ID:

Name:

Email:

Phone:

Dept:

Dates of Travel:

Source of Matching Funds:

Amount Requested from CASE: