**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

1. 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 iniate a TA.
2. 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.
3. 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: