

FIU  
College of Arts & Sciences  
Office of Graduate Studies  
Revised Travel Subsidy Policies & Procedures  
(Revised Fall 2001)

Starting in January 2002, the College of Arts & Sciences will support graduate student travel to professional meetings on a matching basis only. Up to \$200 will be matched for travel to professional organizations, according to the criteria and procedures outlined below. All requests for matching must be accompanied by signed commitments to specific sums.

- I. Criteria
  - A. Academic status
    - 1. student must be in good standing with a minimum GPA of 3.0
    - 2. student must be registered as full-time, defined as a minimum of
      - a. 9 graduate semester-hours, or
      - b. 3 hours of thesis or dissertation
  - B. Purpose of travel
    - 1. to present at a panel, or
    - 2. interviews for academic positions
- II. Procedures
  - A. Application must be filled out and accompanied by supporting materials, including
    - 1. written endorsement by the Chair/Director and by the Director of Graduate Studies
    - 2. copy of the meeting's program and evidence of the student's presentation
    - 3. printout of unofficial transcript
    - 4. Travel Authorization Request (TAR)
  - B. All supporting documentation is the responsibility of the graduate student's department
  - C. Application with supporting materials must be submitted no later than 4 weeks prior to travel.  
**Under no circumstances will requests be considered after the completion of travel**
- III. Limitations
  - A. No more than one trip will be subsidized per fiscal year. The number of years of eligibility is determined by the University's residency limits.
  - B. Subsidy amounts are limited to a maximum of \$200 per trip.

# College of Arts & Sciences

## Application for Graduate Student Travel Subsidy

(Note: The College matches a maximum of one trip annually)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department/School: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Purpose (*provide details*):

---

---

---

---

Detail the matching sources of support you have received (*grants, Chair's discretionary funds, professional organizations' subsidies, Grad Student Assn., etc.*). Written documentation showing support and amounts must accompany this form: \_\_\_\_\_

Is request supported by the Chair? (memo of support **must** be attached): \_\_\_\_\_

Is request supported by the Grad Director? (memo of support **must** be attached): \_\_\_\_\_

**I certify that this is the only travel request I have made of the College this year.**

Signature: \_\_\_\_\_