

Travel Reimbursement Process for Ph.D. Students

Department of Public Policy and Administration

Updated: 9/15/2022

Prior to submitting a proposal to a conference, please discuss the appropriateness of the paper, venue, and timing with your advisor/chair. Most conferences and professional associations also offer opportunities for students to receive (partial) funding or travel stipends, which we ask you to research and make use of to the extent possible.

To receive travel funding from the department, students need to present a paper at a conference. Applying for funding for multiple conferences usually requires the presentation of different papers. Funds are available from different sources, which is why you should follow the steps below. Eligibility for specific funds can vary based on student status.

A. The General Process

Step 1: Graduate and Professional Student Committee (GPSC)

- Eligibility: All PPA degree-seeking PhD students who are not at the same time FIU fulltime employees. If you belong to the latter group, please contact the department's program director.
- Follow the [GPSC process](#) (funding tends to be limited to \$650 per fiscal year)
- Submit to GPSC no later than **seven weeks** prior to travel

Step 2: Department

- Eligibility: All PPA degree-seeking PhD students
- Send an email to the program director in which you request department funding. The department will match up to \$200 of the GPSC funds per fiscal year.
 - In that email provide evidence of the receipt of GPSC funds as well as the conference acceptance letter
 - Also provide the following information: name, conference and venue, dates of travel, and the proposed total budget
- After sending the email, please work with Stephanie Miller (millers@fiu.edu) to file a Travel Authorization Request (TAR).
 - The TAR should only be filed for the funds that have been approved by the GPSC plus the expected matched amount from the department
 - Submit the TAR no later than **five weeks** prior to travel

Step 3: SIPA

- Eligibility: Post candidacy, all PPA degree-seeking PhD students (enrolled in dissertation credits) are eligible. Prior to candidacy, only fully enrolled (9-9-6 credits) students are eligible.
- Will match up to \$200 (once every fiscal year) of already secured funding
- Follow the SIPA process using the attached form
- Submit to SIPA no later than **three weeks** prior to travel

B. The Competitive Process: Rosenbaum PA Travel Scholarship & Additional Department Funding

In addition to going through the general process, students can apply for additional funding. The Rosenbaum PA Travel Scholarship will provide two stipends (\$500 each) every year (one in fall and one in the spring). Based on the availability of funds, the department may offer additional competitive funding/stipends.

- Eligibility: All PPA degree-seeking PhD students (by the time of application, conference paper proposals do not need to be accepted). Students can only submit one proposal per deadline.
- Submit your application [here](#). Proposals should be PDF files that have your last name (“Kroll.pdf”). They shall be no longer than 500 words (including references). Proposals should address the following points:
 - Purpose and relevance of the paper; state of the literature and gap; the paper’s argument; methodological approach (also include your name and the paper title in the proposal)
- **September 30** (for fall) and **February 15** (for spring), respectively, serve as the submission deadlines. Please keep in mind that for the funds to be usable, you need to be able to file a TAR no later than **five weeks** prior to travel.
- A committee will review applications based on the criteria “proposal quality” (rigor and relevance) and “importance of the presentation” (venue and career timing).