

Travel Reimbursement Process for Ph.D. Students

Department of Public Policy and Administration

Date: 8/27/2022

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 full-time 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