

## **Guidelines for Student Travel Funding Requests from the USF College of Marine Science**

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The College of Marine Science recognizes the importance of student attendance at relevant conferences and workshops for their professional development and to assist their networking efforts for future employment opportunities.

The College expects faculty to have travel support for their students in grant funded projects or their overhead accounts. However, there will be times when such funds are insufficient to cover the cost of student travel. In such cases, the College expects students to seek travel funds from the conference or workshop organizers whenever possible.

The Office of Graduate Studies has small travel grants available. Below is the information about the OGS funding:

### **Conference Travel Within the U.S.** *(not recommended due to no cost-sharing restriction)*

Tampa Campus Student Government provided travel funds (\$500) on a first come-first serve basis. There is a no cost-sharing with these funds (i.e. you cannot use this award in combination with other travel support through grants, the college, etc.) Apply through BullsConnect, more information here: <https://www.usf.edu/student-affairs/student-government/tampa-sg/tampa-interim.aspx>

### **International Travel** *(recommended)*

You can cost-share with this award. This is a competitive application, and new funds are provided on a periodic basis. Please go to Canvas graduate student section to access this information about this award.

When applying for the OGS funds, please:

- *look for* and *consider* current terms and restrictions on these funds. If you have questions about how the funds can be used or combined with other travel support, please contact the group providing the funds for clarification.
- consult CMS Travel staff at [cms-travel@usf.edu](mailto:cms-travel@usf.edu) to understand how this award can be included with other travel funding under your TAR

Additionally, if you are the recipient of an external fellowship (i.e. McKnight, NASA FINEEST, NSF GRFP, etc.) you may have access to travel expense funds through that fellowship. We recommend that you utilize your contacts to inquire about potential opportunities through the fellowship.

Upon exhausting all avenues of external funding, the College will, pending funding availability, provide partial support. On average, the College supports half a dozen students per year for this type of request. These requests are considered on a case-by-case basis. Typically, the email request should include a) a brief explanation of the "who, what, where, how, and why" of the travel, including why traveling to this meeting is important for your research and/or professional development; b) a budget of anticipated expenses, travel funding support obtained (this should include pending requests); c) your advisor copied on the email request.

The further explanation of the procedure to make such requests are as follows:

1. Email Associate Dean for Academics (currently David Naar – [naar@usf.edu](mailto:naar@usf.edu)) with a copy to the Major Professor. The first paragraph should explain what, when, where, how, and why. What conference or workshop? When and for how long? Where will it be? How much will it cost in total? And why is this meeting important for the student's professional development; are they presenting a talk or poster, attending a short course, etc.?
2. Below that first paragraph, show the total costs for airfare, hotel, registration, ground transportation, per diem if meals are not provided, etc., in a table format. At the bottom of that table, provide the amount the Major Professor will contribute, and amount of cost savings the student will provide by sharing lodging, staying with friends or family (instead of paying for hotel), or simply paying out of pocket. What remains at the bottom of the table should be the amount being requested from the College. **Please see the template provided on the next page.**
3. The Associate Dean will review, ask for revisions from the student if necessary, and then make a recommendation to the Dean for their final consideration.
4. The Associate Dean will then email the Dean's decision to the student and the Major Professor. Within that email, the funding amount will be provided, and the source will be defined as being a college account or from the college student financial aid account (the source will depend on funding availability in each).
5. If the funding is from an account, the details of the account number will be provided to incorporate in the Travel Authorization Request (TAR) form. If the funding is from the student financial aid account, the TAR should reflect that amount as being out-of-pocket. Upon return from the trip, the receipts related to the College portion should go with the Travel Reimbursement Request form, if funded by an account or to the Associate Dean for Academics if funded by the student financial aid account. Both these travel forms are found on the College's internal website.
6. Regardless of the funding source, the student should also send a short email to the Associate Dean describing their travel experience and benefits, along with scanned receipts for expenses paid out-of-pocket.

## CMS Student Travel Support Request Template

Student:

Advisor:

Date of Request:

Travel Dates:

Event Name:

Event Dates:

Destination(s):

Reason for travel:

Will you be providing a presentation or poster?:

How does this travel contribute to your student experience?:

Type of Expense	Amount (estimate or actual)	Pending Support Source (if any)	Amount (estimate or actual)	Funding Support Source (if any)	Amount (awarded)
<b>Total Expenses:</b>		<b>Total Pending Support</b>		<b>Total Actual Support:</b>	
<b>Total Expenses minus</b>		<b>Total Actual equals →</b>		<b>Amount Requested:</b>	

*add lines as necessary*

### Expenses

Registration & Fees

Airfare

Ground transportation (to/from airport; to/from site location; includes rental cars, gas, rideshare, public transport, ferries, etc.)

Accommodations

Per diem (i.e., only if food not provided at the event)

Other expenses, e.g., printing costs, event related expenses, etc.

### Funding

Support from advisor/lab

Support from conference/event organizers

Support from external sources (i.e., fellowship foundation, professional societies, community organizations, etc.)

Support from other USF sources (Office of Graduate Studies and/or Student Government)

Other cost share/saving measures (e.g., shared lodging, staying with family, carpooling, etc.)

Student Out of Pocket Contribution