

**STEVEN J. GREEN SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
TRAVEL SUPPORT:
POLICIES, PROCEDURES & APPLICATION**

The Steven J. Green School of International and Public Affairs will support graduate student travel to present research at professional meetings, to defray research-related travel expenses, or to interview for academic positions. Green School graduate students can be awarded up to \$400 each fiscal year (July 1 - June 30) if they meet the eligibility criteria. No more than 45 awards will be made across the Green School each fiscal year.

Eligibility Criteria

Academic Status

- Degree-seeking graduate student in the Green School.
- Demonstrated satisfactory academic progress (3.0 or higher GPA, satisfactory progress towards degree completion, and no academic integrity issues).

Purpose

- To present a research paper at a professional conference/meeting
- To support travel to research sites
- To interview for academic positions

Procedures

- Complete the application form.
- Provide a copy of current, unofficial FIU transcript.
- Provide a copy of the **approved** Travel Authorization Request Form (TAR).
- Provide documentation on the purpose of travel (e.g., conference acceptance, plans to visit a research site, invitation to interview for an academic position, etc.).
- Obtain signature from the Graduate Program Director.
- Submit complete packet to sipagrad@fiu.edu *at least 2 weeks prior to travel.*

Award

Up to \$400

Deadline

At least 2 weeks prior to travel.

Limitations

- Green School graduate students can be awarded up to \$400 each fiscal year (July 1 - June 30) if they meet the eligibility criteria.
- No more than 45 awards will be made across the Green School each fiscal year. If the total cap is reached, no more awards applications will be considered regardless of eligibility.
- All travel requires an approved Travel Authorization and must meet all applicable University and Green School travel policies and guidelines. Graduate students should contact their department's office manager, graduate staff, or travel liaison, regarding travel procedures and guidelines.
- Incomplete applications, or applications submitted less than 2 weeks before travel, will not be accepted/considered. No exceptions.



**STEVEN J. GREEN SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
APPLICATION FOR GRADUATE STUDENT TRAVEL SUPPORT**

Name: _____

Panther ID: _____

FIU email: _____ Phone: _____

Department: _____ Academic program: _____

Dates of travel: _____

Amount requested (up to \$400): _____

Destination: _____

Purpose of travel: _____

GPA and enrollment in current semester (number of credits): _____

Student signature: _____ Date: _____

Graduate Program Director signature: _____ Date: _____