

## **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.**



## 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?:

<b>Type of Expense</b>	<b>Amount</b> (estimate or actual)	<b>Pending Support Source</b> (if any)	<b>Amount</b> (estimate or actual)	<b>Funding Support Source</b> (if any)	<b>Amount</b> (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>		

### 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