

**Department of Health Education and Behavior
Graduate Student Travel Policy**

To the extent possible within the departmental budget, the following guidelines will govern **graduate student travel** and professional development for students in good standing. Funds are limited, so highest priority for travel support will be given to doctoral students presenting a research paper.

- HEB PhD students enrolled full-time are eligible to receive up to **\$500**
 - First year PhD students can use the allotment for travel to a conference for professional development purposes (i.e., first year students do not need to be presenting research to receive the funds although this is encouraged).
 - PhD students in years 2-5 can use the entire allotment in one of two ways:
 - Travel for the purpose of presenting a research paper. Matching funds in the maximum allowable amount must be requested from the graduate school to receive the \$500 from HEB.
 - OR --
 - For travel related to conducting research for an independent study or dissertation. The funds can only be used to cover the travel associated with the project and not the project itself.
 - PhD students are eligible for a second allotment of up to **\$500** for the purpose of presenting a research paper.
 - Matching funds from the student's faculty advisor must be offered to receive the second allotment from the department. Advisors can use IDC, misc. donors, buyout funds, etc. to provide matching funds on behalf of their students.

- HEB MS students enrolled full-time are eligible to receive up to **\$300**
 - Entire allotment can be used for the purposes of presenting a research paper at a professional conference. Matching funds from the graduate school must be requested to receive the \$300 from HEB.

Request for HEB Travel Funds

Name **UFID** **GPA**

Purpose of Request (professional development, presenting research, etc.)

Type of travel (in-state, out-of-state, international)

Travel Dates

Meeting Name **Location**

Amount of Request (up to \$500 for PhD and \$300 for MS)

Total Estimated Cost of Travel

Other Sources of Funding (self, advisor, grant, GSC, other)

Have you previously received travel funds?

Advisor Signature

Student Signature

Submit form to Jenny Neelands (jennifer4@ufl.edu or FLG 5) at least 60 days prior to travel.

*Completion of this form does not guarantee travel funds. If funding for this travel is approved, you and your advisor will receive a confirmation email from the HEB Administrative team with further instructions.