

## Department of Tourism, Recreation and Sport Management 2017-18 Doctoral Student Travel Policy

The Department is typically able to fund limited graduate student travel for doctoral students for purposes of presenting research at professional meetings and conferences. Travel to professional conferences for professional development purposes is also supported for first year doctoral students. The amount of funding available for travel is variable and based on available resources each year.

The following guidelines will govern graduate student travel and professional development for **2017-18**:

1. **PhD Student Research Travel and Development Funds**
  - a. **PhD Students enrolled in years 1, 2 or 3** of their program and that have been accepted to present their research at a professional conference will receive:
    1. Total Allotment: up to **\$800 for one trip annually**
  - b. First year PhD students that are enrolled full time but are not presenting research at a professional conference or meeting are eligible to receive limited funding during their first year (i.e., first two long semesters of enrollment) to attend one meeting for purposes of professional development. First year students that do not utilize any travel funding under 1.a. above are eligible to receive up to **\$400 for one trip annually**.
  - c. **PhD Students enrolled during years 4 or 5** of their program will receive:
    1. Total Allotment: up to **\$400 for one trip annually**
    2. Matching funds from the graduate school must be requested to receive an additional **\$400** from the UF Graduate School.
2. All travel expenses must be authorized before June 1, 2018 and must be spent prior to June 30, 2017.
  - a. Travel Authorizations should be submitted at least two weeks prior to travel (or before any purchases are made related to the travel), must include the funding source(s), and be filled in completely to be processed in a timely manner.

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*Master's degree students are not eligible for funding through this program but are encouraged to pursue funding through the Department's professional development fund: <http://trsm.hhp.ufl.edu/index.php/about/resources-for-students/professional-development-award/>*