

2019 - 2020 Doctoral Student Travel Policy

The department is typically able to fund a limited graduate student travel support for doctoral students for the 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 doctoral student support for fiscal year **2019 – 2020 (July 1, 2019 – June 30, 2020)**:

1. Ph.D. Student Research Travel and Development Funds

- a. **Ph.D.** students enrolled in **years 1, 2 or 3** of their program, and have been accepted to present their research at a professional conference will receive:
 - i. **Department Allotment:** up to **\$250 for one trip annually**
 - ii. **EFTI Allotment:** up to **\$250 for one trip annually**. Students will be required to submit a separate request for this additional EFTI support to efti@hhp.ufl.edu. Subject line must include **"EFTI Travel Support Request"**. These request will be reviewed by EFTI staff and they will reach out concerning requirements for the support.
- b. **Ph.D.** students enrolled during **years 4 or 5** of their program, and have been accepted to present their research at a professional conference will receive:
 - i. **Department Allotment:** up to **\$250 for one trip annually**
 - ii. **EFTI Allotment:** up to **\$250 for one trip annually**. Students will be required to submit a separate request for this additional EFTI support to efti@hhp.ufl.edu. Subject line must include **"EFTI Travel Support Request"**. These request will be reviewed by EFTI staff and they will reach out concerning requirements for the support.
 - iii. Matching funds from the graduate school **must** be requested to receive up to an additional **\$250** from the UF Graduate School.

2. All travel expenses must be **authorized before June 1, 2020** and **must be spent prior to June 30, 2020**.

- 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.

3. Non-Presenting Travel Support

- a. EFTI **may** authorize travel support for a professional conference, or other professional development/research travel, **in which the Ph.D. student is only participating**. Request for this support must be submitted directly to EFTI at efti@hhp.ufl.edu. Subject line must include "**EFTI Travel Support Request**". These request will be reviewed by EFTI staff and they will reach out concerning requirements for the support.