

Three things to know when you are traveling on university business

1. Paying for travel:

- a) Request funding from OSSAA: Limited funding for student travel to scientific and public health meetings and for poster printing is available. Priority is given to applications of students who 1) are presenting their work (e.g., posters, abstracts) at a meeting, 2) have completed a significant portion of core curriculum, and 3) have not received previous travel funding. Travel awards will not exceed \$500 and poster printing awards will not exceed \$100. The Application for Student Travel/Conference Funds is found on the MEZCOPH Student Hub. Applications are accepted by the Office of Student Services year round and are reviewed on a rolling basis
- b) Graduate and Professional Student Council travel grant applications are reviewed four times a year: <http://gpsc.arizona.edu/travel-grants>
- c) [Dean's Fund](#) applications are also review four times a year.

2. When on university business, do the Travel Authorization Form.

Whenever you are traveling on university business, you must complete a Travel Authorization form. If you have funding through your department, a faculty member or a university researcher, you will work with the Administrative Support person assigned to the department or the faculty/researcher's area. If you are receiving funding through the Office of Student Services and Alumni Affairs (OSSAA) or are otherwise paying your own way, please work with OSSAA to complete the form.

3. If you are traveling internationally...

Please be aware, students may not travel to countries for which the U.S. State Department has issued a Travel Warning to complete academic requirements.

All students planning an internship or research project or completing a course outside of the United States must register their itinerary and complete the Travel Description Questionnaire in the University International Travel Registry – <http://ua-risk.terradata.com>, as soon as your travel is known. Please be sure to save your International Travel Registry Number as it will be needed for your Travel Authorization Form. At least 30 days prior to travel students must complete the Travel Authorization (TA) and obtain necessary signatures. Submit all original paperwork to FCO Operations Travel Office, USB 402, P.O. Box 210158. Submit a copy of the Travel Authorization to your Graduate Coordinator.