

PROTOCOL

Receiving funding for travel

(All Graduate Environmental Science students)

BEFORE TRAVEL

All travel documents should be in the coordinators hands no later than **45 days** prior to your departure date

1. Letter of intent stating where you want to travel, why you want to travel there and how it relates to your research and education experience. This letter should be **signed by you and your thesis advisor**. The letter should be addressed to:

Dr. Rafael Rios
Director
IGERT Program
University of Puerto Rico
Rio Piedras

2. A budget that includes air travel, hotel, food, taxi service, registration (all that are applicable). If you have a preferred flight you should attach a flight itinerary to be approved. Please attach this budget to the letter of intent.

AFTER TRAVEL

1. A one page report stating what you did during your trip, included but not limited to activities you participated in, people you meet and things you learned. Please remember to read the copy of your original travel form to see the official purpose of your trip. This report should be **signed by you and your thesis advisor**.
2. Sign liquidation for trip. Liquidation will be done by coordinator when they receive the one page report.

Important note: If the liquidation is given in to pre-intervention **later than 30 days** after your trip you will be found to be a **student debtor** and it can ruin your record.

Therefore, please give report to coordinator no later than 15 days after your trip to ensure you don't become a student debtor.