Office of Finance and Administration Travel & Dues Allowance Process





How to fund travel for Staff

An additional pool of funds has been allocated centrally for staff professional development which will require an approval from the **Admin and Staff Development Committee**.

<u>Criteria for Staff Professional Development & Dues</u>

1. Professional Development

a. Education and training that demonstrates direct benefit specifically related to programmatic goals.

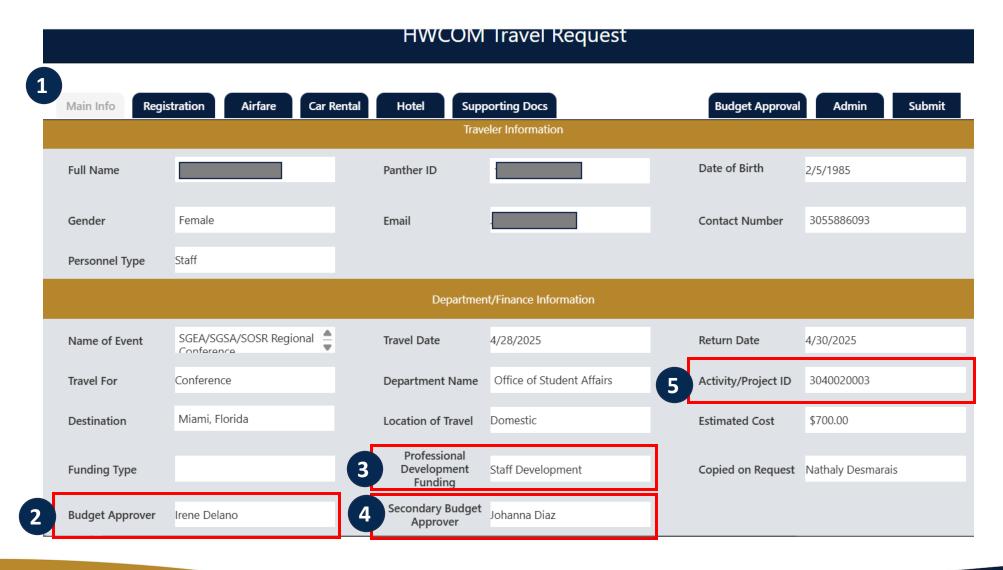
2. Networking

a. Member of a professional association, society, or organization in related field that requires attendance.

Staff Development Process

- 1. Complete the Travel Request Form via Finance 360
- 2. Add the Department Budget Manager approval as first approver
- 3. Select Staff Development in the form field Professional Development funding
- 4. Add Johanna Diaz as a secondary approver on the form
- 5. Add the Professional Development activity 3040020003 as funding source
- 6. The Request will be routed to the **Admin and Staff Development Committee** for approval
- 7. Once approved the Travel Request Form will be ready for the Finance Operations Travel Team to process

How to fund travel for Staff



How to fund memberships for Staff

Staff who are looking to purchase memberships will need to apply for Professional Dues Dollars.

Staff Dues Process

- 1. Complete the Membership Justification Form
- 2. Seek HR Supervisor approval and signature
- 3. Enter in Finance360/SharePoint for approval by Budget Manager and secondary approval by Johanna Diaz

Contact Information

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