

# Office of Finance and Administration

## Travel & Dues Allowance Process



**Herbert Wertheim College of Medicine**  
FLORIDA INTERNATIONAL UNIVERSITY

# 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**.

## Criteria for Staff Professional Development & Dues

### **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

**HWCOM Travel Request**

**1**

Main Info | **Registration** | Airfare | Car Rental | Hotel | Supporting Docs | Budget Approval | Admin | Submit

**Traveler Information**

Full Name	<input type="text"/>	Panther ID	<input type="text"/>	Date of Birth	2/5/1985
Gender	Female	Email	<input type="text"/>	Contact Number	3055886093
Personnel Type	Staff				

**Department/Finance Information**

Name of Event	SGEA/SGSA/SOSR Regional Conference	Travel Date	4/28/2025	Return Date	4/30/2025
Travel For	Conference	Department Name	Office of Student Affairs	<b>5</b> Activity/Project ID	3040020003
Destination	Miami, Florida	Location of Travel	Domestic	Estimated Cost	\$700.00
Funding Type		<b>3</b> Professional Development Funding	Staff Development	Copied on Request	Nathaly Desmarais
<b>2</b> Budget Approver	Irene Delano	<b>4</b> Secondary Budget Approver	Johanna Diaz		

# 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

Area	Phone and Email
Travel	Mia Olmedillo Ext. 7-6265 – Email: <a href="mailto:molmedil@fiu.edu">molmedil@fiu.edu</a>
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