



Research and Graduate Programs
Graduate Minority Programs

115 Grinter Hall
PO Box 115500
Gainesville, FL 32611
352-392-6444
352-392-3773 Fax
ogmp.ufl.edu

Congratulations! You have been selected to participate in the Fall Campus Visitation Program sponsored by the University of Florida (UF) Research and Graduate Programs Office of Graduate Minority Programs (OGMP). We are eagerly awaiting your arrival.

Hotel Accommodations have been made for you at the J.W. Reitz Union Hotel. Check in begins at 3:00 PM. The attendant at the front desk will assist you with your luggage until you have an opportunity to check into your room.

Enclosed is the tentative itinerary for the weekend and directions to UF in Gainesville, Florida. Formal activities begin with a Welcome on Thursday October 20th, 2011. Because you will be meeting with Deans and leaders in your department, the attire for Thursday afternoon and Friday is business casual. Please remember to wear comfortable shoes.

Check-in for CVP will take place in the Rion Ballroom, on the 2nd Floor of the Reitz Union. When you check-in, you will receive a CVP packet. The packet will include an official program schedule, a University of Florida campus map, restaurant guide, and other information for use during your visit. Also, we will provide a group escort from this location to the first session.

Please email Janet Broiles (jbroiles@ufl.edu) or Sarah Perry (saraht@ufl.edu) to confirm your participation/non-participation in this year's program no later than Friday October 8th, 2011 at 4:00 p.m. To coordinate meetings with your department's faculty members, we will need to know if you will attend as soon as possible. Also, we can be reached on our toll free line at 800-753-9798.

If you need additional assistance with travel arrangements, please notify our office immediately.

We look forward to meeting you and introducing you to graduate study at the University of Florida. Once again, congratulations and see you in Gainesville!

Again, congratulations, hope to see you in Gainesville!

Laurence B. Alexander, J.D., Ph.D.
Associate Dean of the Graduate School
Graduate Minority Programs
Enclosure



Graduate School

UNIVERSITY *of* FLORIDA

Fall Campus Visitation October 20-21, 2011

Thursday October 20, 2011

1:00 pm-3:00 pm

Hotel Check at the Reitz Union

1:30 pm-1:45 pm

Sign- in
Reitz Union Rion Ballroom

1:45 pm-2:00 pm

Refreshments - Rion Ballroom

2:00 pm-2:05 pm

Welcome— Janet Broiles
Diversity Coordinator, Graduate School

2:05 pm-2:30 pm

Welcome— Laurence B. Alexander, J.D., Ph.D.
Associate Dean, Graduate School

2:30 pm-3:15 pm

Graduate School Information Panel
Reitz Union
Rion Ballroom

Panelists:

Donna Kolb—
Student Financial Services

Denise Bouton-
Graduate Admissions

Rob Holland -
Graduate and Family Housing -

3:15 pm-3:30 pm

Break

3:30 pm -4:05 pm

OGMP Overview —
Laurence B. Alexander, J.D., Ph.D.
Associate Dean, Graduate School

4:05 pm-5:15pm

Graduate Student Panel.

5:15 pm -6:30 pm

Dinner with Graduate Students

6:30 pm

Dismiss



Graduate School UNIVERSITY of FLORIDA

Fall Campus Visitation October 20-21, 2011

Friday, October 21, 2011

7:30 am	Sign-In Reitz Rion Ballroom
8:00 am-8:45 am	Breakfast Graduate Coordinators, Faculty and Staff Reitz Union, Rion Ballroom
9:00 am-12:00 pm	Department Visits Visit to the Academic Unit of Students' Chosen Fields {Students will be escorted to departments by Graduate Coordinator or their designee}
12:00 noon	Convene at Gator Corner Dining Hall
12:00 pm-1:00 pm	Lunch Gator Corner Dining Hall
1:00 pm-1:15 pm	Break & Walk to Criser Hall
1:30 pm- 2:15 pm	Sharon Austin, Ph.D. Director of African American Studies Associate Professor , Political Science Reitz Union, Room 282
2:15 pm-2:30 pm	Wrap Up-Question Answer OGMP Staff Criser 201 A
3:00 pm-4:00 pm	Campus Tour - UF Cicerones Dinner on your own Consult Restaurant Guide

Saturday, October 22, 2011

Check out & Departure (Hotel Check-Out before 12:00 Noon)

* Schedule subject to change

Are receipts required?

Meals	No	When using State rates
Taxi	No	Less than \$25
Taxi	Yes	Greater than \$25
Valet Tips	No	\$1 allowed
Portage Tips	No	\$1 per bag; 5 bags max per instance
Taxi Tips	No	15% and < \$25
Taxi Tips	Yes	15% and > \$25
Gas	Yes	
Laundry	Yes	Can only be claimed when travel > 7 days; not including first and last day
Registration	Yes	Provide receipt and form showing amount paid
Airfare	Yes	Show amount paid and class. Only coach class is allowed unless flight is > 9 hours
Chartered Airfare	Yes	Must compare cost to a commercial ticket
Train/Bus	Yes	Greater than 25\$
AVIS	Yes	Must rent Class "B" unless a justification for a larger car is provided
Mileage	No	Must show miles claimed
Vicinity Mileage	No	Show to and from and justify miles > 100
Communication	Yes	Type and amount
Per Diem	No	\$80 per day in lieu of meals & lodging
Safe	Yes	Mandatory by hotel only
Lodging	Yes	Single occupancy. Meet GSA guidelines. If not, requires justification

Misc	Yes	Must show need & benefit to the university
Parking	No	Less than \$25
Parking	Yes	Greater than \$25
Tolls	No	Less than \$25
Tolls	Yes	Greater than \$25
Baggage	Yes	Greater than \$25

All items requiring receipts must accompany the Travel Expense Report. This includes items paid with a UF PCard. Any item not listed above requires a receipt, justification and benefit to the university.

Foreign Travel

- **Same rules apply except AVIS contract is not valid**
- **Provide conversion rates with the Travel Expense Report www.oanda.com**
- **Different GSA Rates apply www.gsa.gov**
- **Flights on Fund 201 must follow the "Fly America Act" for airfare purchase**

Travel Expense Reimbursements

The University will only reimburse a traveler for a travel expense that is paid for with personal funds (cash, check or personal credit card). For example, the University will not reimburse a traveler for an expense that is paid for by the use of reward points (sky miles, motel reward points, credit card reward points, etc.). These are considered personal use items and may not be used for business related travel. The University will also not reimburse a traveler for the value of complimentary travel expense.

For more information, go to the web site:
<http://fa.ufl.edu/travel>



**Business Affairs
Finance and Accounting**

Travelers Guide

Revised September 2010



University Travel
(352)392-1245 Phone (352)392-0081 Fax
(352)846-1020 Fax imaging
PO Box 115350
114 Elmore Hall
Gainesville, FL 32611-5350

Trip Preparation

Travel Authorization (TA)

All travel should be approved in advance. A formal travel authorization (TA) must be completed for the following:

- Conference / Convention
- Foreign travel
- Registration Fees
- Any trip that requires an advance

*It is best practice to do one TA for each travel occurrence.

Registration Fees

Registration fees require:

- Proof of payment
- Breakdown of charges
- A copy of the registration form
- A copy of the agenda

Registration may be paid by the following:

- Travel reimbursement
- UF Purchasing Card
- As an unencumbered voucher through *Accounts Payables*

Transportation:

- Airline, Train, or Bus may be paid for in the same manner as the registration
- Traveler is to use the most economical means of transportation
- Only coach/economy is allowed on flights, trains, or bus, unless more than 9 hours of continuous travel.
- AVIS is the state rental car provider and must be used if available. A justification is required if AVIS is not used or a car larger than a compact class "B" is rented. Hybrid rentals (Class C) are allowed **without** a justification. The AVIS rental contract number is **A113400**. The University may also pay rental cars by completing an ACTO (Avis Company Travel Order) on a University Transportation Request form. When paying for a rental yourself, an itemized copy of the rental agreement is required for reimbursement.
- Gas receipts must be kept and turned in for reimbursement on the expense voucher.
- Occupants must wear seatbelts and observe posted speed limits when traveling on official university business.
- Car rental for visitors and employees under age 25 **MUST** get an ACTO. Lack of knowledge is **NOT** a justification.
- Enterprise rent-a-car, in the State of Florida is available to UF employees.

Mileage for private auto:

The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized. Mileage shall be computed on the basis of the current map of the Department of Transportation and reimbursed at 44.5 cents per mile. Vicinity mileage necessary for the conduct of official business is allowable but must be shown separately.

Per Diem (Domestic and Foreign):

A traveler may elect to receive \$80.00 per day instead of the meals allowance and actual lodging. No receipts are required for Per diem.

Meals (Domestic):

Breakfast (\$6): When travel begins before 6am and extends beyond 8am

Lunch (\$11): When travel begins before 12 noon and extends beyond 2pm

Dinner (\$19): When travel begins before 6pm and extends beyond 8pm

Meals (Foreign):

GSA rates are located at: www.gsa.gov

For conversion rates: www.oanda.com

CLASS C MEALS ARE NOT ALLOWED:

Class C travel is a trip that is less than 24 hours with no overnight stay.

Lodging:

Receipts are required for lodging. Actual expenses for lodging are to be substantiated by paid bills itemizing the room rate and taxes. If you share a room with a person not on University business, you must provide documentation of a single room rate. If the other person is a University employee, a copy of their expense report must accompany your travel expense report.

Communication Expense:

Communication expense incurred while conducting University Business including telephone, wire, computer use, and/or fax expenses require receipt. These items must be for business use and not the traveler's personal use (i.e. a call home)

Travel Advances:

A traveler shall not have more than one advance. The advance must be settled no later than *10 workdays* from the travel ending date. If not settled within *30 workdays*, UF will garnish a traveler's wages through Payroll. The traveler may make payment arrangements for a garnishment until the cash advance is settled. If the travel advance results in payroll garnishment, then the traveler will not qualify for future travel advances.

After the trip: Prepare a Travel Expense Report and obtain appropriate signatures, attach proper documentation and fax with ER barcode "on top" to: (352) 846-1020

Remember, the following items must be attached to the Travel Expense Report, if applicable:

- Registration form with breakdown of charges, form of payment., and agenda
- Traveler's copy of airline, train, or bus ticket showing method of payment.
- Itemized copy of rental agreement for the rental car. A letter of justification is required when not using a compact car and/or not renting with Avis.
- Excess of 30 day per diem form- If travelers are gone for more than 30 days. <http://fa.ufl.edu/forms/pdf/fa-ds-tr-apd.pdf>





CAMPUS VISITATION
FREQUENTLY ASKED QUESTIONS

Program Related

Q. Who is eligible for the program?

A. While Campus Visitation is designed for Juniors and Seniors who are cultural or ethnic minorities, underrepresented populations in a field of study, and first generation students—the program is open to all prospective graduate students.

Q. How do I apply for the program?

A. You may access the application online. <http://gradschool.ufl.edu/pdf-files/campus-visitation-program-application.pdf>

Q. When is the program held?

A. The program is held in the Spring and Fall semesters.

Q. Can Faculty members attend the program?

A. Yes, if a school is sending three or more students, we suggest that a representative of the University accompany the students.

Q. What happens if my plans change and I cannot attend the program?

A. We understand that situations arise that are sometimes outside of our control. If you have been accepted and your plans change, please email us as soon as possible so that we may give another student the opportunity to attend.

Q. How do I apply to the University of Florida?

A. Visit <http://gradschool.ufl.edu/students/application-and-admission.html> for admission information.

Q. What if I decide not to go UF?

A. We encourage you to apply and enroll in a graduate school of your choice.

Q. Will there be time for me to meet with individual faculty members?

A. During the two day program you will meet with a representative from your department of interest. If you would like to meet with other faculty members during your visit please review the CVP agenda so that you can make appointments that do not conflict with our two day schedule. Any participant who misses events cannot be reimbursed.



CAMPUS VISITATION
FREQUENTLY ASKED QUESTIONS

Q. How does the admissions process work?

A. Each graduate program has its own admissions requirements. All applicants are required to abide by the standards of the Graduate School and the specific department. Admissions decision rests with the department. Neither the Graduate School nor the Office of Graduate Minority Programs has a role in admission decisions. It is crucial that you take advantage of the departmental visit and meeting times allotted during CVP.

Q. Should I research information about faculty members prior to arriving at UF?

A. If you are pursuing a doctoral degree, we do encourage you to look up information about faculty members in your prospective department in order to gain information about their research interests and to locate faculty with whom you have similar research interests.

Q. Will there be time for me to meet with current graduate students?

A. Yes. There are specific times allotted for interaction with current graduate students.

Q. Will I have any free time for myself?

A. There is very limited free time. Remember, this program is designed to give you *all* the information you need concerning graduate school in just two days! Therefore, your time at CVP is maximized. There will be some free time on Thursday and Friday evening to be used at your discretion. Please remember any participant who misses events cannot be reimbursed.

ROOM AND BOARD

Q. Am I responsible for making my hotel reservations?

A. No. The Office of Graduate Minority Programs will make your reservations.

Q. Do I have to pay for my hotel room?

A. No. The Office of Graduate Minority Programs pays the room cost for Thursday and Friday evening. Students are responsible for incidental expenses or any extra evenings.

Q. How are rooms assigned?

A. The Office of Graduate Minority Programs provides double occupancy lodging during the program. We make every effort to room students with someone from their institution. If that is not possible, we attempt to match individuals with similar graduate study interest. Hotel accommodations are for CVP participants only. The only exception to this rule is for prospective doctoral



CAMPUS VISITATION
FREQUENTLY ASKED QUESTIONS

students who bring a spouse. If you plan on bringing a spouse, you must notify us immediately so that room assignments can be adjusted accordingly.

Q. How do I register for my hotel room?

A. The Office of Graduate Minority Programs will have a registration table available for students to check in, receive room assignments, and program materials. Participants should then proceed to the Reitz Union front desk to receive room keys.

Q. Who is responsible for meals?

A. OGMP will provide most meals. Please refer to your agenda for details. Light hors d'oeuvres will be available when you arrive. We will also provide dinner Thursday evening. Breakfast and lunch will be provided on Friday.

Q. What happens if I arrive at the hotel late or during the mixer?

A. Please refer to your agenda. There will be an OGMP representative available to assist you after the mixer.

TRAVEL

Q. Who is responsible for making travel arrangements?

A. Each student is responsible for making his/her own travel arrangements. Under special circumstances the OGMP may assist with travel arrangements.

Q. How much will I be reimbursed for my travel expenses?

A. Each CVP participant may be reimbursed up to \$100 of allowable expenses.
a. You must provide the following:

- i. Airline receipt,
- ii. Bus ticket
- iii. Gas receipt and car registration or, or rental car receipt.

Q. To coordinate meetings with your department's faculty members, we will need to know if you will attend as soon as possible. When do I complete the forms needed for travel reimbursement?

A. You should submit your reimbursement request no later than lunch on Friday afternoon.

Q. When should I plan to leave?

R. The program concludes after the last workshop Friday afternoon. You may elect to leave at that time. Participants must check out by 12:00 on Saturday.



CAMPUS VISITATION
FREQUENTLY ASKED QUESTIONS

Q. May I bring my spouse/family to the Campus Visitation?

A. You are welcome to bring your spouse or family. We will make every effort to accommodate you and your spouse. Your spouse is welcome to join you during any meals provided by OGMP.

Q. If I am driving how do I get to the University of Florida campus?

A. Driving Directions can be found on the University's website (www.ufl.edu). We will include a hard copy of the directions in your Campus Visitation acceptance packet as well.

The Graduate School
Graduate Minority Programs

PO Box 115500
Gainesville, FL 32611-5515
Grinter Hall 115
(352) 392-6444
Fax: (352) 392-3773
<http://rgp.ufl.edu/ogmp/>

Reimbursement Verification Form: To be completed and signed by the student, faculty or staff member requesting reimbursement. This form must be completed and faxed or mailed back to OGMP prior to arrival.

Print Name:

Last

First

Middle Initial

Address (*Street Name and Number*)

City

State

Zip Code

Date of Birth (*month/day/year*)

Social Security #

Participant's Signature

Date (*month/day/year*)

Directions to the JW Reitz Union Hotel on the University of Florida Campus

From Tallahassee:

- East on I-10 to I-75 (approx 90 mi.)
- South on I-75 (to Lake City, Tampa) to Newberry Road (approx 50 mi.)
- East (right) on Newberry Road (turns into University Ave) to North-South Dr.
- South (right) on Gale-Lemerand Dr. to Museum Rd (2nd stoplight).
- East (left) on Museum Rd.
- Take the next left toward the Reitz Union Parking Garage (just before the University of Florida Welcome Center)
- You will see the Reitz Union Loop ahead. After entering the loop, park, unload, check-in. Be sure to move your vehicle to the garage immediately after receiving your parking permit from the hotel front desk.

From Atlanta:

- South on I-75 (Tampa) to Newberry Road (approx 250 mi.)
- East (right) on Newberry Road (turns into University Ave) to Gale-Lemerand Dr.
- South (right) on Gale-Lemerand Dr. to Museum Rd.
- East (left) on Museum Rd.
- Take the next left toward the Reitz Union Parking Garage (just before the University of Florida Welcome Center)
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From Jacksonville:

- South on I 295 to I-10
- West on I-10 to Route 301 (approx 20 mi.)
- South on 301 to Waldo, Fl (approx 35 mi.)
- Follow large green sign with diagonal arrow “to Gainesville”
- Travel South to University Ave. (approx 15 mi. Walgreen’s drug store on left corner)
- West (right) on University Ave) to Gale-Lemerand Dr. (approx 3.5 mi.)
- South (left) on Gale-Lemerand Dr. to Museum Rd (2nd stoplight).
- East (left) on Museum Rd.
- Take the next left toward the Reitz Union Parking Garage (just before the University of Florida Welcome Center)
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From Tampa:

- North on I-75 (to Ocala) to Newberry Road (approx 115 mi.)
- East (right) on Newberry Road (turns into University Ave) to Gale-Lemerand Dr.
- South (right) on Gale-Lemerand Dr. to Museum Rd.
- East (left) on Museum Rd.
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Local Airports

GNV Airport Contact

3880 NE 39th Avenue
Gainesville, FL 32609
Web Site: <http://www.gra-gnv.com>

JAX Airport Contact ----- Distance to Gainesville Airport 66.7 miles

2400 Yankee Clipper Dr
Jacksonville, FL 32218
Phone: (904) 741-2000
Web Site: <http://www.jaxport.com/>

MCO Airport Contact ----- Distance to Gainesville Airport 103.6 miles

One Airport Boulevard
Orlando, FL 32827
Phone: (407) 894-9831
Web Site: <http://www.orlandoairports.net/>

TPA Airport Contact ----- Distance to Gainesville Airport 109.8 miles

5507 W Spruce St
Tampa, FL 33607
Web Site: <http://www.tampaairport.com/>

Shuttle Service Options

Super Shuttle
Web Site : <http://www.supershuttle.com/>
Phone: (800) 282-6817

Orlando Based Service
MCO Shuttle Service
Web Site: www.mcoshuttle.com

Reservations Call:

407-447-2592

888-660-9220

CWS Tours

Website: www.cwstours.com



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