Department of Psychology and Neuroscience
Application for Graduate Student Travel/Conference Funds
Contact Person: Tiffany Ito

The purpose of this program is to facilitate student travel to professional research conferences and workshops. If you are attending a research based conference or a workshop (or summer institute) you can apply for up to two $200 awards or one $400 award per fiscal year (July 1 to June 30) to help offset your costs.

**You must pay for expenses out of pocket and submit receipts in your name in order to be reimbursed. Funds will be applied to your student bill after receipts are submitted and, in most cases, after the travel has occurred. Any funds not needed to pay an outstanding balance will be directly deposited in your bank account.**

All requests must be submitted by April 15 in order to be awarded for the current fiscal year.

WE WILL NEED RECEIPTS IN ORDER TO REIMBURSE YOU.
Allowable expenses include:

- Conference registration receipt
- Your airline receipt
- Hotel
- Transportation to and from the airport
- NO REIMBURSEMENT FOR FOOD IS ALLOWED

You MUST request the money and receive approval PRIOR to your travels. Please complete this application, place it in my box and send me an email telling me it is there so that I can let you know whether it has been approved. After you travel, take your receipts to Lily Welch. The award will be posted to your CU account.

Name/Year in Grad School/Program in Dept: ______________________________________

Student ID Number ____________________________________________ (check for accuracy)

Requested Amount: __________

Travel Date: __________

Advisor Name (please print) ______________________________________

Advisor Signature: ____________________________________________

What will this money be used for? (Describe conference, where, when, whether you will be participating and in what capacity, etc.)

Attach some form of documentation regarding the event. This could be a web page describing the conference or workshop, or ideally a letter/email you received informing you that you have been invited to participate, or perhaps a conference schedule with your name as a participant.