

Department of Psychology and Neuroscience
Application for Graduate Student Travel/Conference Funds

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

You must pay for expenses out-of-pocket and submit receipts in your name after travel has been completed. Funds will be applied to your student bill. Any funds not needed to pay an outstanding balance will be directly deposited to your bank account.

Applications must be submitted before travel. Applications for the fiscal year are due **April 15** and travel must be complete and receipts submitted by **May 1** of that year. Applications for travel occurring after May 1 can be submitted for consideration in the next fiscal year.

Preference is given to students who do not otherwise have a way to support their conference travel (e.g., from an advisor's grant).

Allowable expenses include:

- Conference registration
- Air travel
- Hotel (note that all receipts must be in your name, so if you are staying with others, be sure to get a receipt printed with your name on it)
- Ground transportation
- NO REIMBURSEMENT ALLOWED FOR FOOD

To apply:

- Have your advisor sign to endorse your application.
- I prefer you route the form to me electronically. The form is fillable and will accept electronic signatures. If you complete electronically, open the file in an Adobe program and not Pages (i.e., don't let a mac have its way with the form). Pages disables the electronic signature function.
- Attach some form of documentation for the event such as a web page describing the conference or workshop, an email confirming acceptance of a presentation, proof of registration, or the conference schedule with your name on it.
- You will receive an email confirmation from me indicating approval of your application. Email me if you do not receive it within a week.
- You can submit the application and documentation in hard copy form if you desire by placing it in my box. Be sure to send me an email letting it know it is there. This will also allow me to easily reply about approval.

Name _____

Year in grad school

Graduate Program

Student ID # _____

Check for accuracy; this is how we credit your account

Requested amount _____

Travel dates _____

Advisor name (printed) _____

Advisor signature _____ **By signing, you are indicating you do not have funds to support this travel and endorse it as beneficial to the student's career development.**

What will this money be used for? Describe conference, location, dates, whether you will be participating and in what capacity.