The Department of Psychology & Neuroscience is offering up to $1,000 in support of graduate student research activities including (but not limited to) research related travel (i.e., conferences). These funds DO NOT require pre-approval/faculty approval, however if you have questions about the allowability of a particular expense contact Tim Greeson in advance.

Allowable travel 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**
- **BE SURE TO FOLLOW ALL Department and University Travel Procedures**

Please route all completed forms and receipts including a brief explanation of the research purposes to Tim Greeson for processing.

Forms/Instructions: [Financial Service Center Forms](#)

If you are using a PCARD for payment, it can be allocated directly to your research account and Tim Greeson will fill in the Speed-type for you:
[Financial Service Center Purchase Receipt Form](#)

If you paid with your own funds, you can get reimbursed via direct deposit:
[Personal Expense Reimbursement Request Form](#)

For any additional info or instructions please contact Tim Greeson.