

**GRADUATE STUDENT TRAVEL REQUEST
DEPARTMENT OF PSYCHOLOGICAL SCIENCES**

The Department of Psychological Sciences will provide up to \$400 per year for a graduate student to travel to a conference(s) if you are first author on a poster or a paper presentation, or have some other significant involvement in the conference, such as chairing a session. If you are presenting at a conference outside of the U.S., you can request up to \$600 per year.

INSTRUCTIONS: Complete and submit this form for your travel request **BEFORE** your travel. Although the department maximum is \$400 per year (or \$600 for international trips), additional funding may be available to you -check with your advisor. These funds can be used for any travel expenses/registration and can be used for more than one trip in a fiscal year (7/1 - 6/30) up to the max of \$400/\$600 total. As mentioned above, to receive these funds you must be **FIRST AUTHOR** on a poster or a paper presentation or have some other significant involvement in the conference, such as chairing a session. **Attach a copy of the letter inviting your conference participation or a copy of the program showing your involvement to this request. DO NOT** attach your receipts to THIS form. Turn this form in to Carrie or Lanita **BEFORE YOUR TRAVEL.**

You will need to submit your travel receipts for reimbursement through Concur as soon as you return from your trip. We cannot reimburse any expenses prior to the completion of your travel, including hotel deposits or conference registrations. If advance expenses cause a problem, talk with Carrie or Lanita and we'll look at options. Create an Expense Report for the trip with the appropriate dates of travel. You can use per diem for your meals instead of individual receipts for meals. Please do not submit a Concur Expense Report for more than you can be reimbursed from your funding sources. If you are receiving additional funds from another source, you can split the funding sources on one Concur Report. For your funds from the grad travel fund, charge that to **A1-846900**. If you are receiving additional funding from other sources, please indicate on this form and on your Expense Report which fund should be charged. Give as much detail as possible in the "business purpose" and "comments" section in the Concur Report.

DATE: _____

NAME: _____

STUDENT ID #: _____ **ADVISOR:** _____

I request travel support in the amount of \$ _____ , to cover travel expenses to the
(Name of Conference) _____ which is
being held at (Location of Conference) _____
on (Date of Conference) _____

OTHER FUNDING (available for this trip): _____

TRIPS PREVIOUSLY FUNDED (this academic year): _____

IMPORTANT: SAVE YOUR RECEIPTS! Funds approved for any travel must be justified **immediately** upon your return through Concur.

GRAD COOR. VERIFICATION: _____ **DATE:** _____

DATE COMPLETED: _____