

Graduate Travel Award Application

Name: _____ Date: _____

Amount requested from department: _____

Name of Conference: _____

Date(s) of Conference: _____

Location of Conference: _____

Date(s) of Travel: _____

Title of Paper/Poster: _____

Or, I will use funds for internship interview. Yes

For emergency purposes, please list a phone number where you can be reached while traveling. Phone Number: _____

Advisor's printed name: _____

I certify that if this research is related to any currently funded grant or research contract, the student has attempted to secure funding from the P.I. first. The student will be presenting research findings at the national conference listed above. Or, I certify the student will attend an interview for a clinical internship.

Advisor's signature: _____ Date: _____

Director of Graduate Studies Signature: _____

Date: _____

**Department of Psychological Sciences
Graduate Travel Award Application Instructions**

Eligibility:

The Department of Psychological Sciences will, as budget availability permits, provide fiscal support for students' travel expenses when presenting research at national conferences or for a clinical internship interview. **If the research is related to a currently funded grant or research contract, the student should attempt to secure funding from the P.I. first.**

Award Details:

The Department will award each successful applicant up to \$400 for travel in a fiscal year (July 1 – June 30). A Transaction Form must be submitted to the fiscal office **within 10 business days** after your return from the conference. No travel advances will be granted. Incomplete applications result in delayed processing.

Remember: **SAVE ALL OF YOUR RECEIPTS, AIRLINE TICKETS WITH THE ITINERARY AND HOTEL FOLIO** showing a zero balance; attach with the Transactions Form. Please allow 3 weeks for payment.

Application Materials:

The Graduate Travel Assistance Application (please type or print legibly) must be completed.

1. Complete all the application blanks. You must obtain your advisor's certification and signature as well as Director of Graduate Studies.
2. Attach a copy of the page in the conference schedule that lists your presentation.

**Please submit all application materials via email to the
Director of Graduate Studies**