

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

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* to help offset your costs. All requests must be submitted by April 30th in order to be awarded for the current academic year. **WE WILL NEED RECEIPTS IN ORDER TO REIMBURSE YOU.** These can be the conference registration receipt, your airline receipt, hotel, etc. Food has so many rules around it that it would be easier to stay away from that if possible. 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 Patty Berger. The award will be posted to your CU account.

Name/Year in Grad School: _____

Student ID Number _____ (check for accuracy)

Program & Advisor: _____

Requested Amount: _____

Date: _____

Advisor Signature: _____

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

Please 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.

PLEASE NOTE: Approval for funds cannot be awarded after the trip. You must apply for and receive approval prior to the trip.