

**Department of Psychology
Travel Request Authorization
Fiscal Year (7/1-6/30) 2009**

Traveler's Name: _____ BGSU ID# _____

Conference/Meeting attending: _____

Please list other sources of funding & award amount:

Faculty (FRC, research grant, other): \$ _____

Graduate Students (GSS, research grant, other) \$ _____

Levels of Participation (check one):

_____ Presenting a research project but not as a first author.

OR

_____ Presenting a research project as a first author or presenting more than one project as a junior author.

OR

_____ Presenting more than one research project as a first author on at least on of those projects.

Estimated Departure from Bowling Green/Home: Date: _____ Time: _____ (am/pm)

Estimated Return to Bowling Green/Home: Date: _____ Time: _____ (am/pm)

ESTIMATED COST

Registration Fee: \$ _____

Transportation:
Airfare: \$ _____

Mileage: _____ miles @ .55 cents/mile \$ _____

Bus: \$ _____

Lodging: _____ nights @ _____ per night \$ _____

Meals: _____ days @ \$39/day \$ _____

_____ days @ \$49/day (high cost cities) \$ _____

Miscellaneous Expenses: (cab, shuttle, parking, tolls) \$ _____

poster expenses are not reimbursable with travel awards \$ _____

\$ _____ TOTAL

Traveler's Signature Date

Complete both sides of form and return to Sue Thornton prior to actual travel.

9/9/2009

Psychology Department Travel Funding Request

_____ I am requesting department travel funds in the amount of: \$ _____

_____ \$ _____
Budget Administrator's Signature Date Approved

- 1) Graduate Students must be presenting research to be eligible for these funds.
 - 2) Maximum of one conference travel award per fiscal year.
 - 3) Graduate Students on internship or off-campus are not eligible for department travel funding.
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Clinical Academic Challenge Travel Funding Request

_____ I am requesting CAC travel funds in the amount of: \$ _____

_____ \$ _____
Budget Administrator's Signature Date Approved

- 1) Graduate Students must apply for GSS travel funding to be eligible. Attach copy of GSS application.
 - 2) If you are not presenting research, attach a one paragraph description of conference.
 - 3) Maximum funding of \$125 per fiscal year.
 - 4) Graduate Students on internship or off-campus are not eligible for CAC travel funding.
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Psychological Services Center Travel Funding Request

_____ I am requesting PSC travel funds in the amount of: \$ _____

_____ \$ _____
Budget Administrator's Signature Date Approved

- 1) Graduate Students on internship or off-campus are not eligible for PSC travel funding.
 - 2) Attach brief description of program you wish to attend and how attendance will contribute to your education and personal development.
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Diversity Travel Funding Request

_____ I am requesting Diversity travel funds in the amount of: \$ _____

_____ \$ _____
Budget Administrator's Signature Date Approved

- 1) Graduate Students on internship or off-campus are not eligible for Diversity travel funding.
 - 2) Attach brief description of program you wish to attend and how attendance will address the issues of diversity populations (e.g. ethnic minority, low SES, gay and lesbian).
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Industrial-Organizational Academic Challenge Travel Funding Request

_____ I am requesting IOAC travel funds in the amount of: \$ _____

_____ \$ _____
Budget Administrator's Signature Date Approved