

**Department of Psychology
Travel Request Authorization
Fiscal Year (7/1-6/30) 2012**

Complete both sides of form and return to Sue Wax 14 days prior to actual travel.

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, IPRA, other) \$ _____

Levels of Participation (check one):

_____ Presenting a research project but not as a first author. (\$200)
OR

_____ Presenting a research project as a first author or presenting
more than one project as a junior author. (\$300)

OR
_____ Presenting more than one research project as a first author on at
least on of those projects. (\$350)

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 @ \$66/day \$ _____
estimate only - rates vary by location

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

\$ _____ **TOTAL**

Traveler's Signature Date

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.

Clinical Academic Challenge 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/award.
- 2) If you are not presenting research, attach a one paragraph description of conference.
- 3) Maximum funding of \$200 per fiscal year.
- 4) Graduate Students on internship or off-campus are not eligible for CAC travel funding.

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.
- 3) Maximum funding of \$50 per fiscal year.

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).
- 3) Maximum funding of \$25 per fiscal year.

Industrial-Organizational Academic Challenge Funding Request

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

_____ \$ _____
Budget Administrator's Signature Date Approved