

**Department of Psychology  
Travel Request Authorization**

**Complete both sides of form and return to Sue Wax (suewax@bgsu.edu) 14 days prior to actual travel.**

Traveler's Name: \_\_\_\_\_ BGSU ID# \_\_\_\_\_

Conference Title & Location: \_\_\_\_\_

Please list other sources of funding & award amount:

Faculty: (Prof Dev., Start-Up, Grant): \$ \_\_\_\_\_

Graduate Students: (GSS, Grant, IPRA, Faculty Support) \$ \_\_\_\_\_

Ungergraduate Student Faculty Advisor/Sponsor: \_\_\_\_\_

Levels of Participation (students check one):

Presenting a research project but not as a first author or attending workshop/training. (\$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 one of those projects. (\$350)

Estimated Departure from Bowling Green/Home: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Return to Bowling Green/Home: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

ESTIMATED COST

Registration Fee: \$ \_\_\_\_\_

Transportation:  
Airfare: (coach/economy ONLY) \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile \$ \_\_\_\_\_  
(current rate \$ .58)

*\*attach documentation of lowest R/T airfare if driving to conference)*

Bus: \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ nights @ \_\_\_\_\_ per night \$ \_\_\_\_\_

Meals: \_\_\_\_\_ days @ \_\_\_\_\_ per day \$ \_\_\_\_\_  
(estimate \$60)

Miscellaneous Expenses: (\*car rental,cab, shuttle, parking, tolls) \$ \_\_\_\_\_

*\*will reimburse for intermediate size rental car only)*

\$ \_\_\_\_\_ EST. TOTAL

\_\_\_\_\_  
Traveler Signature Date

**(signature not required if submitting by email)**

**Psychology Department Travel Funding Request**

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

\_\_\_\_\_ \$ \_\_\_\_\_  
Budget Administrator's Signature      Date      Approved

- 1) Graduate Students are eligible for funding through June 30 of their fourth year pending availability of funds.
- 2) Maximum of one conference travel award per fiscal year.

**Clinical Area Funding Request**

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

\_\_\_\_\_ \$ \_\_\_\_\_  
Budget Administrator's Signature      Date      Approved

- 1) If you are not presenting research, attach a one paragraph description of conference/workshop.
- 2) Maximum funding of \$300 for one conference/workshop per fiscal year.
- 3) Graduate Students are eligible for funding through June 30 of their fourth year pending availability of funds and approval of DCT.

**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 who are working in the PSC at the time of funding request are eligible.
- 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 \$60 for one conference/workshop per fiscal year.

**Diversity Travel Funding Request - Open to All Students**

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

\_\_\_\_\_ \$ \_\_\_\_\_  
Budget Administrator's Signature      Date      Approved

- 1) Graduate Students are eligible for funding through June 30 of their fourth year pending availability of funds.
- 2) Attach brief description of conference/workshop you wish to attend and how the event will address a specific diverse population (e.g. ethnic minority, low SES, LGBTQ).
- 3) Maximum funding of \$25 for one conference/workshop per fiscal year.

**Industrial-Organizational Area Funding Request**

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

\_\_\_\_\_ \$ \_\_\_\_\_  
Budget Administrator's Signature      Date      Approved