

**Undergraduate Student Travel Funding Request
Department of Psychology**

Student Information

Student name: _____ UM ID: _____

Major: _____ College/School: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Permanent address: _____

City: _____ State: _____ Zip code: _____

Current phone: _____ Permanent phone: _____

Cellular phone: _____ E-mail: _____

Travel Information

Name of Presentation: _____

Name of Conference: _____

Type of Presentation (circle all that apply): Poster Oral Presentation Other: _____

Destination: _____ Dates of Travel: _____

I affirm that the above information is true and correct. I understand that all recipients of Psychology Funds are required to present a summary of their presentation at the University Research and Creativity Forum during the Spring Semester.

Student Signature

Undergraduate Student Travel Funding Request Instructions and Checklist

Pre-approval - one month prior to travel:

- Apply for travel funding using the attached form
- Attach a letter confirming acceptance of presentation by the organization giving the conference
- Attach an 8 ½ x 11 copy of your poster
- Attach a letter from your research mentor approving the poster
- Psychology and Neuroscience majors should submit pre-approval documents to Dr. Noriega in FHF 508

Upon return from travel:

- Apply for reimbursement
- Submit the approved application for travel and all original receipts to Maria Almeida, Reception, fifth floor of Flipse.

NB: Travel Funds will be allotted as available on a first come, first served basis. Incomplete Travel Funds requests will NOT be accepted.

**Undergraduate Student Travel Reimbursement Request
Department of Psychology**

Student Information

Student name: _____ UM ID: _____

Major: _____ College/School: _____

Cellular phone: _____ E-mail: _____

Travel Information

Name of presentation: _____

Name of conference: _____

Destination: _____ Dates of travel: _____

Poster Production:

Poster produced internally: _____
Poster ordered externally: _____

Budget:

Air travel: _____
Accommodations: _____
Ground transportation: _____
Registration fee: _____
Poster cost: _____
Meals: _____
Other: _____
Total: _____

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Student Signature