

Psychology Student Travel Reimbursement Procedure

1. You must be first author or presenting author to be eligible for travel funding.
 - a. Students on internship are not eligible for funding.
2. The student must request funding from the graduate school **AND** the department. The graduate school will only match department funds up to a maximum amount that the Graduate School determines each year (This year – 2021 – funding is suspended). The Department is currently awarding at their discretion (funding is not guaranteed).
3. Requests for funding must be submitted 30 days prior to the travel dates.
4. The student needs to send the requests to the appropriate sources of funding.
 - a. Department = Finance Chair (Dr. Claudia Drossel)
 - i. [Google Form](#)
 - b. [Graduate School](#) = graduate_school@emich.edu or walk the request over to the graduate school
5. If the request is approved, the approval needs to be sent directly to the Doctoral Program Associate ([Ariana Herrera-Wilder](#))
6. The student has **1 week** from the travel date to send all receipts, conference materials, and relevant documents to the Doctoral Program Associate. There must be proof the student presented with either the program page that lists the students name (or if a late submission, a photo of the student presenting).
 - a. If there is no proof the student traveled, the graduate school will deny funding.
 - b. If there are shared expenses, please divide the amount by the number of students sharing the hotel, car, etc.
 - c. Write the names of each relevant student sharing the expense on the receipt
 - d. Highlight the amount of the expense the student should be reimbursed
 - i. Example: Hotel cost = \$300 / 3 students = **\$100**
7. The student must complete the Authorization for Direct Deposit form located under the [controller website](#) -> Forms -> Authorization for Direct Deposit [NG]

*The department has the discretion not to approve the full amount available. Please be aware that the Department award is currently UP TO \$400.

*If the Doctoral Program Associate does not receive an approval for travel funding from the student, there is no way to know the student has received funding and therefore a reimbursement will not be processed.