
Some Tips and Guidelines for Graduate Students in Psychology for TRAVEL Funding

General:

- Both master's and doctoral students are eligible to apply for financial support for traveling to present research at recognized conferences. Students must apply to external sources of funding before, or in addition to, departmental funding. If travel costs are LESS than anticipated and less than what has been approved from all sources combined, students should make sure that their paperwork is processed such that external sources of money is used up first and departmental money is used up last.
- Funding requests must be made **BEFORE** you travel. See deadlines below for each source of funding. Retroactive approval will not be given.
- You must follow university rules for using funds to support travel. Please familiarize yourself with these regulations here: <http://www.emich.edu/controller/payable/aptravel.php>
 - These include turning in required receipts and proof of travel **within 1 week of returning from the trip**. All materials should be submitted for preparation and should include any award letters for all funding sources. **Reimbursements will not be processed for submissions that exceed 2 weeks beyond return.*
 - Currently, receipts for food are not necessary because the university will reimburse according to standard per diem food rates:
<http://www.emich.edu/controller/payable/docs/APTravelProcedures.pdf>
 - If driving, mileage is awarded only to the vehicle owner and is reimbursed at \$.54/mile for gas and usage. Receipts are not needed for gas purchases when your own car is used. *Mileage is awarded ONLY to the owner/driver of the vehicle.*
 - In the event that a rental car is used, you will need to keep all gas receipts (itemized, showing price per gallon and gallons purchased). *Mileage is only awarded when your own vehicle is used.*

Departmental Funding:

- Students may be eligible to receive up to \$400/year for travel if the student is a first author or co-author on a presentation.
- Students must complete a funding request form and turn it in for review by the Finance Committee (FC) ***before*** the travel takes place. The FC meets the 4th Tuesday of the month to discuss requests, but you should turn in your funding request to the department **by the 10th of the month**.
- The funding request form can be found here (and is on the website under graduate programs and forms): http://www.emich.edu/psychology/forms/department_funding_application_9-25-13.pdf
- You will receive notification of the decision within 1-2 weeks following the FC meeting that month.

External Sources of Funding:

1. The Graduate School:
https://www.emich.edu/graduate/documents_forms/travelfundapplicationfy19b.pdf
 - The research being presented should be part of a thesis or dissertation project, but other projects are considered
 - Only one award will be considered per year (July 1-June 30)
 - Applications are reviewed “upon receipt” on a rolling basis
 - The graduate school has been known to run out of money mid-year so it’s best to apply early
 - In the past, awards have ranged from \$200-\$400

2. College of Arts and Sciences: <http://www.emich.edu/cas/students/>
 - There are applications for both individuals and groups of students (e.g., if a group is on the same presentation). However, sometimes the group amount divided up ends up being less than an individual student amount so think about these options carefully
 - Only one award will be considered per year (July 1-June 30)
 - Applications are to be emailed and are reviewed once a month, on the last day of each month (up to May 30th)
 - In the past awards have been about \$300-\$400

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1. Funding applications are submitted by student (by deadlines) BEFORE travel takes place to the department.
 - a. Department application is submitted by 10th of the month. Application is scanned and submitted to Finance Chair (FC) for consideration at Finance Committee meeting.
 - i. After Finance Committee meets, decisions should be sent by FC to department.
 - ii. Approval emails will be sent by FC and department should be cc’ed or informed.
 - b. CAS application is scanned and sent to cas_travel@emich.edu once all signatures are acquired before the 30th of each month. Student is cc’ed on email.
 - c. Graduate School applications will be scanned and sent to graduate_school@emich.edu. Student is cc’ed on email.

 2. Student returns from travel and submits all relevant receipts, conference program, brief report* and award letters to department for preparation.
 - a. Materials should be submitted **within one week of return**. Submissions that exceed two weeks after return will not be processed and funding will be forfeit.
 - b. Regardless of whether department funding has been awarded, students should submit materials to department for processing reimbursements from all funding sources.

*CAS requires a brief report (maximum 2 pages) telling them how your participation in the conference enhanced your professional development and educational experience here at EMU.