

Department of Psychology

Western Illinois University

Papini Travel Fund for Psychology Graduate Students

Travel Fund Policy

Policy

Graduate students whose research is accepted for presentation as a poster/paper or panel presentation at a professional conference may be eligible for travel funds up to \$200 based on the availability of funds. Travel funds for graduate students will be limited to one meeting each academic year. If the accepted presentation is co-authored by several graduate students only one award will be made per presentation (joint applications are allowed for a presentation, but one student will need to represent the group for purpose of expense reimbursements).

Graduate students who successfully obtain travel funding for a given conference presentation from any other source, either inside or outside of the university, are not eligible for funding for that trip through the Papini Travel Fund. Eligible expenses are *direct travel* expenses (e.g., poster printing and registration are not eligible expenses).

Implementation

Prior to the conference: Application for funding through this fund is encouraged as soon as the student is notified of acceptance to a conference. Along with the completed application (attached), a graduate student *must* provide documentation of conference acceptance (in addition to *estimated* travel expenses, i.e., mileage for car transportation, train fare, air fare, hotel) to the Psychology Department office manager, who will obtain prior approval for covering travel expenses through established university channels. ***This application and supporting documents MUST be submitted***

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Application

(You may legibly hand-write responses, or reproduce this form and submit in type)

Project Title: _____

Student's Name: _____ Phone: _____

Psychology Program (CCMH, School, or Experimental): _____ Email: _____

Student's local address: _____

Faculty Sponsor's Name _____

Total Funds Requested from Papini Fund: \$ _____

_____ (please include an _____ budget):



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Student: _____ Date: _____

Faculty Sponsor: _____ Date: _____