DEPARTMENT OF PSYCHOLOGY
Graduate Student Travel Request
(to present a paper at a professional meeting)

DATE__________________

NAME_________________________________________________

FACULTY ADVISOR____________________________________

1. Purpose of travel:
   a. Meeting:____________________________________________
   b. Place and dates:______________________________________
   c. Authorship and Title of paper (Must use APA format):____________________________
   d. Status of paper: Already presented _______  Accepted ________

   Submitted and expect to hear about acceptance by _________________________

2. Will you present the paper? Yes _____  No _____  (If NO, stop here & don’t submit 😞)

3. Airfare_______________________(provide documentation either of your purchased ticket or of the least expensive airfare that you can find for future purchase)

4. Are you travelling by car? Yes _____ No ____  Are you the driver? Yes____  No _____

   If driver, please estimate cost of gas & explain.

5. List amount of support your advisor (or any other fund) is giving you for current travel____________________

   Have your advisor send an email to Paula to certify that the amount of support stated is correct (even if zero).

6. Have you applied to GSTF or any other fund for support of this trip? What kind of expenses have you requested support for?

7. Attach an abstract of your paper as well as airfare documentation.