

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.