

*Psychology and Neuroscience  
Claire Hamilton Graduate Studies  
Conference Travel Award*

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The Department of Psychology and Neuroscience is pleased to offer graduate student travel support. The funds for this award come from a generous endowment from the family of Claire Hamilton in honor of Claire's memory.

**THIS MUST BE SUBMITTED 45 DAYS PRIOR TO CONFERENCE**

**ELIGIBLE:**

- **ONLY** to 1<sup>st</sup> , 2<sup>nd</sup> , and 3<sup>rd</sup> year students whether presenting or not. (Pre-MAP)
- Students can receive this award only once per year.

**AWARD AMOUNT:**

- \$250

**Award used for:**

- Registration fee
- Travel expense (all airfares will require a boarding pass)
- Hotel
- \$40 (maximum) per day food allowance  
(itemized receipts are required)

**Submit application to:**

Pamela Smith  
223 Soc/Psych Building  
Box 90086

*Psychology and Neuroscience*  
*Claire Hamilton Graduate Studies Conference Travel Award Application*

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**Application Procedure:** The application must be complete and submitted at least 45 days prior to the date of the conference. No award will be granted retroactively. The student, student's advisor, and DGS must sign the application. The application form must also be accompanied by a one page letter of intent with relevant details of the conference, and if you are presenting a paper or poster, a brief abstract of the paper or poster to be presented at the conference.

**Eligibility:** Any registered full time graduate student enrolled in Psychology and Neuroscience. Students are limited to **one conference travel award per fiscal year (June 1-May 31)**. For summer conferences, students must have been registered for the previous spring semester. **NO EXCEPTIONS WILL BE MADE. Students who have completed their MAP should apply to the Graduate School.**

**Terms of the Award:** The Department of Psychology and Neuroscience will provide up to \$250 of the cost of registration fees, primary travel, lodging, and meals (up to \$40 per day). The maximum to be paid by the department is \$250.

**Reimbursement:** Save all original expense receipts including meals. When you return from your trip, submit a completed Travel Expense Form with receipts to Pamela Smith for signatures. **This must be submitted no later than one month from the date of the conference.**

Name \_\_\_\_\_ DUID \_\_\_\_\_ Phone # \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference location: \_\_\_\_\_ Conference dates: \_\_\_\_\_

Details of Expenses:

Registration Fee: \_\_\_\_\_ Lodging: \_\_\_\_\_  
Primary Travel Expense: \_\_\_\_\_ Type: \_\_\_\_\_ (air, auto, bus, etc)  
Food per day: \_\_\_\_\_ (max not to exceed \$40 per day)  
TOTAL: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any portion of this travel to be charged to a procurement card?

If yes: Whose card: \_\_\_\_\_ \$ \_\_\_\_\_

for what purpose: \_\_\_\_\_ (i.e., registration, flight)

Fund code to pay for the charge on p-card: \_\_\_\_\_ (actual 7 digits or name of grant)

Are you currently supported by this faculty member: YES/NO

**FACULTY ADVISOR ENDORSEMENT:**

\_\_\_\_\_ Date: \_\_\_\_\_

**DGS Approval:** \_\_\_\_\_ Date: \_\_\_\_\_