

Psychology and Neuroscience
Claire Hamilton Graduate Studies
Conference Travel Award

Revised 8.30.15

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 1st , 2nd , and 3rd 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:

Peggy Morrell
227 Soc/Psych Building
Box 90086

Psychology and Neuroscience
Claire Hamilton Graduate Studies Conference Travel Award Application

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 application must be signed by the student's advisor., student, and DGS. 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 (July 1, -June 30). 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 and complete this application AS WELL as the Grad School's travel application.**

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 Voucher to Peggy Morrell for signatures. **The Travel Expense Voucher must be submitted no later than one month from the date of the conference.** If you need an advance on this award, please submit a completed Travel Advance Form to Peggy Morrell for approval and signatures.

Name _____ NET ID# _____ Phone # _____

Conference Title: _____

Conference location: _____ Conference dates: _____

Details of Expenses:

Registration Fee: _____

Primary Travel Expense: _____ Type: _____ (air, auto, bus, etc)

Food per day: _____ (max not to exceed \$40 per day)

Lodging _____

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: _____