GRADUATE STUDENT TRAVEL REIMBURSEMENT REQUEST

Department of Psychology

TO BE SUBMITTED AFTER TRAVEL

Return this form with attachments to Terri Stover in the Department of Psychology.

Name: _________________________ Date: _________________________

Z-ID# _________________________ ID# _________________________ (begins with "0")

Conference: _________________________

Location: _________________________ Dates of travel: _________________________

If you are requesting reimbursement for travel by car, list the departure point, arrival point, and mileage here:

________________________________________________________________________

Attach receipts for the amount of reimbursement you expect to receive. Receipts must be original (not photocopies) or e-receipts. Your airfare receipt must indicate that is has been paid and it must show the amount paid (sometimes itineraries do not show payment). You can be reimbursed for meals if you provide itemized receipts. Credit card receipts are not enough.

For the Psychology Department, attach something that shows that you presented, and a copy of any letter that indicates additional (non-departmental) funding. If you are receiving Graduate School funding, attach a report of your presentation.

BEST WAY TO CONTACT YOU IF WE HAVE QUESTIONS: _________________________