

# Student Travel Award Application

## Psychology Department San José State University

### General Information

- When funding is available, the Psychology Department will support student conference travel to present research. Each travel award is for \$750. Students presenting at prestigious national/international conferences may be awarded an additional amount pending availability of funds.
- Consult with your faculty advisor and Chair of the department to determine if funds are currently available.
- Please see the [Psychology Research Committee \(PRC\) policy](#) for full funding details.

### Eligibility

- Funding will only be provided to the presenting student author.
- Only one award per presentation will be awarded.
- Funding for presenting the same material at multiple conferences/venues will not be supported.
- Alumni presenting research conducted at San Jose State University may be considered for funding.

### Funding Request, Travel Approval, and Reimbursement Procedures

1. Complete this form, rename the file to *Student Travel Award Application – your last name*
  - a. Attach a copy of the conference abstract and confirmation of conference acceptance.
  - b. Submit files to the Chair of the department, [evan.palmer@sjsu.edu](mailto:evan.palmer@sjsu.edu), and cc: Nha-Nghi Nguyen, [nha-nghi.nguyen@sjsu.edu](mailto:nha-nghi.nguyen@sjsu.edu) as well as your faculty advisor.
2. If approved, the chair will provide award notification and authorize award funding request.
3. Work with Nha-Nghi to complete the [Request for Approval of Travel](#) form (Note Restrictions).
  - a. Complete form 30 days in advance of domestic travel, 60 days in advance for international travel. See Chair ASAP if those deadlines are not met.
  - b. This [Student Travel Guide](#) provides an overview of travel (authorization, travel claims, etc.). Note that students can only be reimbursed, they cannot apply for a travel advance.
4. Work with Nha-Nghi to process reimbursements. Keep all receipts in an orderly fashion and track your expenses in a spreadsheet and print it out

### Student Information

Student's Full Name		Student ID #	
Email Address		Phone Number	

### Conference Presentation Information

Conference Name			
Conference Location		Conference Dates	
Presentation Title			
Authors			

### Approval

Faculty Advisor		Signature		Date	
Chair	Evan Palmer	Signature		Date	