

## Reimbursement Request

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Name:

Date:

Select program:	PSYC/PYEC major	Psychological Science 4+1, Thesis
	Behavioral Health 4+1, Applied	Psychological Science 4+1, Nonthesis
	Behavioral Health 4+1, General	Doctoral

Conference/training experience:

Your role:            \_\_\_\_\_ Presenter

                          \_\_\_\_\_ Attendee

To be eligible for funding, you must document efforts to obtain funding from other sources. Where else have you applied for funding?

Reimbursement request (provide estimates or attach receipts)

	<u>Date</u>	<u>Amount</u>
<u>Transportation</u> (taxi, shuttle)		
<u>Registration</u>		
<u>Lodging</u>		
<u>Air Fare</u>		
<u>Parking</u>		

**TOTAL AMOUNT REQUESTED**

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**Notes.**

Submit requests to Stacy Overstreet via email: [soverst@tulane.edu](mailto:soverst@tulane.edu)

You may request up to \$350 when presenting at a conference, up to \$200 when attending a conference, and up to \$500 when attending a training experience.

Deadlines for requests are as follows:

August 15 for travel in the fall (September through December)

December 15 for travel in the spring (January through April)

April 15 for travel in the summer (May through August)

Please remember that if you are presenting a poster or talk (even after graduation), your Tulane affiliation should be noted.

1. **WHAT can be reimbursed?** Reimbursable expenses are registration for conferences/ workshops, transportation (e.g., airfare), and lodging. Other expenses (e.g., meals; internet) are not covered by the award.
  
2. **HOW is travel documented?**
  - a) Receipts: good quality photocopies or pdf scans of elements such as an itemized hotel bill, e-ticket and boarding passes, registration receipt, taxi fare receipt.
  - b) Use Expense Form on page 1.
  - c) Provide a surface mail address referenced "Psychology Travel Award"
  
3. **WHO will arrange reimbursement?** Elizabeth Tierney, Office Manager, Department of Psychology, 2007 Percival Stern Hall, 6400 Freret Street, New Orleans, LA, 70118. [etierney@tulane.edu](mailto:etierney@tulane.edu) (504) 862-3323
  
4. **WHEN are materials submitted?** Submit receipts and the expense form **no later than 15 days after the trip.**

Remember that you cannot be reimbursed for the same expense from multiple sources, per IRS law.