

Tulane Psychology Travel Funding Opportunities

General Rules:

1. Keep a copy of **EVERYTHING** for yourself until you are reimbursed! Even the most organized people lose paperwork on occasion.
2. Turn forms and receipts in as soon as possible! The quicker you have your paperwork filed with the respective offices, the sooner you will have your reimbursement. You will also avoid turning incorrect paperwork in at the last minute and losing your reimbursement.
3. Have someone look over your paperwork. Your GSSA representative will do this when you have them sign your packet, but for other sources of funding it is helpful to have someone check your paperwork to make sure it is coherent. Treasurers and secretaries file many requests a year and improperly filed/incoherent paperwork is painstaking and time consuming for them!
4. No double dipping! You can only be reimbursed for a single cost once. For example, you cannot be reimbursed \$300 from fund A and \$300 from fund B for a \$500 flight, per IRS Law. It is acceptable, however, to receive \$300 from fund A and \$200 from fund B for a \$500 flight.
5. Don't try to game the system! Don't apply to a fund for more money than you are allotted or more times than you are allowed. Treasurers and secretaries will notice and they will remember you. This will not only make things harder on you in the future, but it also makes the entire department look bad.
6. In the event that you are sharing a hotel room, rental car, or any other expense, you should try to get a receipt with your name and payment information (such as the last 4 digits of your credit card number) on it. If you must have a single person pay for the expense, it is highly advisable that you contact the funding source prior to paying for the expense and applying for reimbursement.
7. This is not an official document and should only be used as a guide. Check with the funding source for any changes in application and reimbursement requirements.

If Presenting at a Conference.....

A. Graduate Studies Student Association Travel Fund

1. Who Can Apply:
 - a. MS, PhD
2. Travel Award to cover:
 - a. Registration
 - b. Travel (airfare, gas)
<http://www.tulane.edu/~gssa/travelApplyReimburse.htm>
3. Amounts Awarded (one of the combinations below):
 - a. Up to \$500 once per year (may be less based on availability)
 - b. Up to \$250 twice per year, may be combined with one attending award (may be less based on availability)
4. Application Process:
 - a. Fill out [Travel Request Reimbursement Form](#)
5. Application Deadlines:

Conference Start Date	Application Deadline
January 1 – April 30	December 15
May 1 – August 31	April 15
September 1 – December 31	August 15

6. Reimbursement Process: **3 Copies of Everything**
 - a. [Travel Reimbursement Checklist](#)
 - i. Include:
 1. Proof of Attendance
 2. [Expense Itemization Form](#) – **DO NOT INCLUDE SS#**
 3. Conference Registration Receipt
 4. Airfare Receipt and Boarding Pass
 5. **Tape** all receipts to white paper so that they do not overlap
 - b. Signed by active Department GSSA Representative
<http://www.tulane.edu/~gssa/representatives.html>
 - c. Turn **TWO packets** into the Office of Graduate and Postdoctoral Studies within the Office of the Provost, 200 Gibson Hall within **14 days** of end of conference and keep a **THIRD** packet for your records.

B. School of Science and Engineering Dean's Office Travel Fund

1. Who Can Apply:
 - a. PhD in first 6 years of study

2. Travel Award to cover:
 - a. Registration
 - b. Travel (airfare, gas)
 - c. Lodging (hotel)

3. Amount Awarded:
 - a. Up to \$300 once per year

4. Application Process:
 - a. Email Dean's office, segrad@tulane.edu and Janet Morgan morgan@tulane.edu
 - i. Include:
 1. Your Name
 2. Conference Name
 3. Conference Date
 4. Department
 5. Advisor
 6. Title of Presentation

5. Application Deadline
 - a. Prior to travel

6. Reimbursement Process:
 - a. [Travel Reimbursement Form](#)

Include:

 1. Proof of Presentation
 2. [Tulane Expense Itemization Sheet](#) – **DO NOT INCLUDE SS#**
 3. All travel, lodging, and registration receipts
 4. **Tape** all receipts so that they do not overlap and paperclip them together

 - ii. Turn into Graduate Studies Office within the Science and Engineering Dean's Office in 201 Lindy Boggs

C. Psychology Travel Fund (updated June 2018)

1. Who Can Apply:
 - a. PSYC/PYEC, MS, PhD

2. Travel Award to cover:
 - a. Registration
 - b. Travel (airfare, gas)
 - c. Lodging (hotel)

3. Amounts Awarded:
 - a. Up to \$350

4. Application Process:
 - a. Submit request form to Department Chair
<http://www2.tulane.edu/sse/psyc/academics/graduate/upload/travelform-2.xls>

5. Application Deadlines:

Conference Start Date	Application Deadline
January 1 – April 30	December 15
May 1 – August 31	April 15
September 1 – December 31	August 15

6. Reimbursement Process:
 - a. Psychology Travel Award Packet
 - i. Include:
 1. Cover Sheet
 2. Proof of Presentation
 3. [Tulane Expense Itemization Sheet](#) – **DO NOT INCLUDE SS#**
 4. All travel, lodging, and registration receipts
 5. **Tape** all receipts so that they do not overlap and paperclip them together
 - ii. Turn into Psychology Main Office, 2007 Percival Stern Hall within **15** **days** following travel

D. Flowerree Fund Travel Support (updated June 2018)

1. Who Can Apply:
 - a. PhD

2. Travel Award
 - a. Registration
 - b. Travel (airfare, gas)
 - c. Lodging (hotel)

3. Amounts Awarded:
 - a. Up to \$300 once per year and 3 times per graduate career
(Additional funding requests may be considered with advisor support)

4. Application Process:
 - a. Submit travel request form and email of approval from your faculty advisor to Dr. Michael Cunningham.
<http://www2.tulane.edu/sse/psyc/academics/graduate/upload/travelform-2.xls>

5. Application Deadline:
 - a. Prior to travel

6. Reimbursement Process:
 - a. Psychology Travel Award Packet
 - i. Include:
 1. Cover Sheet
 2. Proof of Presentation
 3. [Tulane Expense Itemization Sheet](#) – **DO NOT INCLUDE SS#**
 4. All travel, lodging, and registration receipts
 5. **Tape** all receipts so that they do not overlap and paperclip them together
 - ii. Turn reimbursement paperwork into Psychology Main Office, 2007 Percival Stern Hall following travel

If Only Attending a Conference/Training.....

A. Graduate Studies Student Association Travel Fund

1. Who Can Apply:
 - a. MS, PhD
2. Travel Award to cover:
 - a. Registration
 - b. Travel (airfare, gas)
<http://www.tulane.edu/~gssa/travelApplyReimburse.htm>
3. Amounts Awarded (one of the combinations below):
 - a. Up to \$200 twice per year (may be less based on availability)
 - b. May be combined with a \$250 presenting award
4. Application Process:
 - a. Fill out [Travel Request Reimbursement Form](#)
5. Application Deadlines:

Conference Start Date	Application Deadline
January 1 – April 30	December 15
May 1 – August 31	April 15
September 1 – December 31	August 15

6. Reimbursement Process: **3 Copies of Everything**
 - a. [Travel Reimbursement Checklist](#)
 - i. Include:
 1. Proof of Attendance
 2. [Expense Itemization Form](#) – **DO NOT INCLUDE SS#**
 3. Conference Registration Receipt
 4. Airfare Receipt and Boarding Pass
 5. **Tape** all receipts to white paper so that they do not overlap
 - b. Signed by active Department GSSA Representative
<http://www.tulane.edu/~gssa/representatives.html>
 - c. Turn **TWO** copies into the Office of Graduate and Postdoctoral Studies with the Office of the Provost, 200 Gibson Hall within **14 days** of end of conference and keep a THIRD copy for your records.

B. Psychology Travel Fund

1. Who Can Apply:
 - a. PSYC/PYEC, MS, PhD

2. Travel Award to cover:
 - a. Registration
 - b. Travel (airfare, gas)
 - c. Lodging (hotel)

3. Amounts Awarded:
 - a. Up to \$200 for attending a conference
 - b. Up to \$500 when attending a training

4. Application Process:

Submit request form to Department Chair
<http://www2.tulane.edu/sse/psyc/academics/graduate/upload/travelform-2.xls>

5. Application Deadlines:

Conference Start Date	Application Deadline
January 1 – April 30	December 15
May 1 – August 31	April 15
September 1 – December 31	August 15

6. Reimbursement Process:
 - a. Psychology Travel Award Packet
 - i. Include:
 1. Cover Sheet
 2. Proof of Presentation
 3. [Tulane Expense Itemization Sheet](#) – **DO NOT INCLUDE SS#**
 4. All travel, lodging, and registration receipts
 5. **Tape** all receipts so that they do not overlap and paperclip them together
 - ii. Turn into Psychology Main Office, 2007 Percival Stern Hall within **15 days** following travel