

**Department of Psychology**  
**Western Illinois University**  
**Papini Travel Fund for Psychology Graduate Students**  
**Travel Fund Policy**

## **Policy**

Graduate students whose research is accepted for presentation as a poster/paper or panel presentation at a professional conference may be eligible for travel funds up to \$200 based on the availability of funds. Travel funds for graduate students will be limited to one meeting each academic year. If the accepted presentation is co-authored by several graduate students only one award will be made per presentation (joint applications are allowed for a presentation, but one student will need to represent the group for purpose of expense reimbursements).

Graduate students who successfully obtain travel funding for a given conference presentation from any other source, either inside or outside of the university, are not eligible for funding for that trip through the Papini Travel Fund. Eligible expenses are *direct travel* expenses (e.g., poster printing and registration are not eligible expenses).

## **Implementation**

**Prior to the conference:** Application for funding through this fund is encouraged as soon as the student is notified of acceptance to a conference. Along with the completed application (attached), a graduate student *must* provide documentation of conference acceptance (in addition to *estimated* travel expenses, i.e., mileage for car transportation, train fare, air fare, hotel) to the Psychology Department office manager, who will obtain prior approval for covering travel expenses through established university channels. ***This application and supporting documents MUST be submitted to the office manager no less than two weeks prior to the conference's start date. Failure to obtain prior approval, or failure to submit application within this time frame, will result in loss of access to funding.***

**After the conference:** The reimbursement for travel expenses must be submitted within 10 business days of the return trip (students are urged to submit ***immediately*** upon return from trip).and must include documentation of program presentation (e.g. relevant page from the conference program). Original receipts are required for airfare, hotel costs, train, etc. Reimbursements for travel costs will be processed up to the amount allocated for the travel activity. Costs greater than the funds allocated for the individual event will not be reimbursed.

# Papini Travel Fund for Psychology Graduate Students

## Application

(You may legibly hand-write responses, or reproduce this form and submit in type)

Project Title: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Psychology Program (CCMH, School, or Experimental): \_\_\_\_\_ Email: \_\_\_\_\_

Student's local address: \_\_\_\_\_  
\_\_\_\_\_

Faculty Sponsor's Name \_\_\_\_\_

Total Funds Requested from Papini Fund: \$ \_\_\_\_\_

**BUDGET** (please include an *itemized* budget):

<b>Expense</b>	<b>Estimated Amount for relevant expense</b>
Train	
Mileage	
Hotel (# nights, and nightly rate)	
Taxi and/or Parking	

**Signatures and dates:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THIS APPLICATION TO THE PSYCHOLOGY DEPARTMENT OFFICE MANAGER IN WAGGONER 100 no less than two weeks prior to travel event**