

GSCC TRAVEL FUNDS APPLICATION GUIDELINES

The chair of the Department of Psychology sets the budget for the travel awards annually. To be considered for conference funding during fall, spring, or summer semesters, please submit an application no later than the deadlines. Specific deadline dates change annually and are emailed to the graduate student body by the GSCC Treasurer. Please be on the lookout for these emails and contact the Treasurer for any questions.

Semester of Travel (*based upon the academic calendar*)

Fall (September – December): Application deadline around **September 15th**

Spring (January – April): Application deadline around **February 1st**

Summer (May – August): Application deadline around **May 1st**

The following *eligibility* criteria apply:

- You must be enrolled as a full-time student in one of the Department of Psychology's graduate programs OR currently be on a pre-doctoral placement or internship.
 - If on a *pre-doctoral placement or internship* the conference program material must state the University of Memphis as your affiliation
- You must provide documentation that you have **applied for additional funding** for each conference application. Other funding sources include, but are not limited to:
 - College of Arts and Sciences (https://www.memphis.edu/cas/faculty-resources/research_grants_funding/travel_enrichment_fund.php)
 - Student Government Association (<https://www.memphis.edu/sga/travel/index.php>)
 - Lab/Professor funding
 - External Sites (e.g., IISSO, APA, Conference, APAGS)
- We strongly encourage everyone to respond to the survey sent out by the GSCC Treasurer at the beginning of the fall academic year, which is about your travel plans for the year. This helps us immensely in knowing how to allocate the funds.
- Students who are not presenting are welcome to apply; however, increased funding is typically dispersed to students who are presenting research.

Submit

To apply for GSCC travel funds, please complete the survey sent out by the treasurer prior to the application deadline for each semester.

Students who are awarded travel funds will be notified in writing by the GSCC within two weeks of that semester's application deadline. You **must** complete a travel authorization form with Jackie Davis (PSY 224) PRIOR to travel. For domestic conferences, you must submit a travel authorization form 2-weeks prior to the conference. For international conferences, this deadline is even earlier. All funds are distributed retrospectively (i.e., funds will be dispersed after the date of travel) and official conference registration and receipts for any travel expenses incurred must be submitted in order to receive reimbursement.

Tips:

If you are awarded SGA funds, there is a 10-day post-travel deadline for reimbursement. You are advised to submit information to them first.

If you are sharing travel costs with other students (e.g., hotel cost, flights) and only have one official receipt, both students must complete and sign a memo (see attached) stating who paid initially and amount paid between students. You will also need a photo copy of the check showing this transaction and bank statement showing the transaction.