

**Department of Psychology
Faculty Travel Fund
Request for Funds**

Reasons for Travel: (Check the reason(s) for travel: AY _____

_____ Reading a paper or presenting a poster that reports the results of scholarly activity.

_____ Meeting with officials of possible funding sources.

_____ Attending a special meeting or unique training opportunity for which travel funds are not available from other sources. Attach a brief summary (up to one page) that provides a description of the activity and a justification of how this will enhance your scholarly activity.

Location and Dates of Travel:

Name of Conference/Organization or Funding Agency: _____

Location _____

Dates of Travel: _____

Previous/Current Travel Funding:

How much travel money have you obtained from the Dean's office for prior trips in this fiscal year? _____

How much travel money have you obtained from the Dean's office for this trip?

How much travel money have you obtained from other sources for this trip and what was the source?

How much Psychology travel money have you used during the present fiscal year?

_____ **NOTE: there is a \$400.00 maximum during a fiscal year.**

Travel Money Requested:

Amount requested from Psychology Travel Fund: \$ _____

Faculty Signature _____ **Chair's Approval:** _____