

Section: Travel Policies

Policy Number: 731.1

Subject: Student Travel Funds Allocation Policy

Effective Date: July 10, 2017

PSYCHOLOGY STUDENT TRAVEL ALLOCATION POLICY

- 1) All full-time Undergraduate Psychology Majors and Psychology Graduate Students are eligible for travel funding one time per fiscal year (July 1 – June 30).
- 2) Students must be presenting at a professional conference to receive travel funding
- 3) Proposals must be submitted with Utah State University as the student's affiliation. Students who present with another affiliation are not eligible for travel funds.
 - a) Students may be eligible for funding after they graduate, as long as the request for travel was submitted while they were a student and the presenter is identified on the paper and in the program, as a representative of USU. The student must not have travel costs covered by another employer or school. These requests will be reviewed and evaluated on a case-by-case basis.
- 4) The application for travel funding ***must*** be submitted at least 2 weeks before the travel date. Students who do not meet this deadline will not be approved for funds.
- 5) Maximum amounts per student:
 - a) First author/presenter*
 - i) International location / national or international conference: \$400
To be considered for the maximum international amount the meeting must be outside the United States.
 - ii) National conference: \$300
 - iii) Regional conference: \$200

*Students are eligible for travel funds as first author if the first author is not attending the meeting and the student requesting funds will be presenting in place of the first author.
 - b) Subsequent authors (a maximum of 2 additional authors will be funded)
 - i) International location: \$200
To be considered for the maximum international amount the meeting must be outside the United States.
 - ii) national: \$150
 - iii) regional: \$100
- 6) Travel Awards may only be used to cover costs in the following categories:
 - a) Mileage
 - b) Parking (long-term/economy only)
 - c) airfare (actual costs as supported by detailed receipts)
 - d) per diem
 - e) hotel (actual costs as supported by detailed receipts; no incidentals)
 - f) conference registration
 - g) costs for printing of posters
 - h) international travel insurance

- 7) Students must provide a copy of receipts within 2 weeks after they return in order to receive the award. Students failing to follow this procedure will forfeit their award.
- 8) Students traveling internationally **must** purchase the University's SOS insurance. Arrangements can be made to pay it personally or it can be covered from the travel allowance.

KRANZ TRAVEL FUNDS POLICY

- 1) Kranz funds are available for **Combined Students** only. Dr. Kranz gives an amount each year that is divided among all Combined students who are in good standing. Please see Cara for the amount available.
- 2) Kranz travel funds do not require students to be presenting at a conference. Rather these funds can be used for any travel that will enhance professional development. These funds can be combined with student travel funds to help pay for a conference.
- 3) A **Thank You note** must be written to Dr. Kranz detailing how you are using the money to further your career. Thank You notes can be turned in to Cara Brewer who will mail them out.