Student Travel Award Application
Psychology Department
San José State University

General Information

- When funding is available, the Psychology Department will support student conference travel to present research. Each travel award is for $500. Students presenting at prestigious national/international conferences may be awarded an additional amount pending availability of funds.
- Consult with your faculty advisor and Chair of the department to determine if funds are currently available.
- Please see the [Psychology Research Committee (PRC) policy](#) for full funding details.

Eligibility

- Funding will only be provided to the presenting student author.
- Only one award per presentation will be awarded.
- Funding for presenting the same material at multiple conferences/venues will not be supported.
- Alumni presenting research conducted at San Jose State University may be considered for funding.

Funding Request, Travel Approval, and Reimbursement Procedures

1. Complete this form, rename the file to *Student Travel Award Application – your last name*
   a. Attach a copy of the conference abstract and confirmation of conference acceptance.
   b. Submit files to the Chair of the department, evan.palmer@sjsu.edu, and cc: Nha-Nghi Nguyen, nha-nghi.nguyen@sjsu.edu as well as your faculty advisor.
2. If approved, the chair will provide award notification and authorize award funding request.
3. Work with Nha-Nghi to complete the [Request for Approval of Travel](#) form (Note Restrictions).
   a. Complete form 30 days in advance of domestic travel, 60 days in advance for international travel. See Chair ASAP if those deadlines are not met.
   b. This [Student Travel Guide](#) provides an overview of travel (authorization, travel claims, etc.). Note that students can only be reimbursed, they cannot apply for a travel advance.
4. Work with Nha-Nghi to process reimbursements. Keep all receipts in an orderly fashion and track your expenses in a spreadsheet and print it out

Student Information

Student's Full Name		Student ID #	
Email Address		Phone Number	

Conference Presentation Information

Conference Name			
Conference Location		Conference Dates	
Presentation Title			
Authors			

Approval

Faculty Advisor		Signature		Date	
Chair	Evan Palmer	Signature		Date	