

EKU Psychology Department

Student Conference Funding Request

PLEASE TYPE Submit all completed forms to

Cassie Whitt at cassie.whitt@eku.edu

Date	Student Name	Faculty Supervisor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student ID#	Student E-mail	Faculty Supervisor E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Home Address	Student Phone Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	

Event Description

Please note if you will be presenting at the conference.

Trip Details

Departure Date/Time	Return Date/Time
<input type="text"/>	<input type="text"/>

Method of Travel	Mileage Calculation - From EKU to destination
<input type="text"/>	<input type="text"/>

Estimated Costs

Expense	Cost
Travel Round Trip	<input type="text"/>
Lodging	<input type="text"/>
Meals	<input type="text"/>
Conference/Membership fees	<input type="text"/>
Other Expenses	<input type="text"/>
Estimated Sub-total Amount	<input type="text"/>
Amount committed from Psy. Dept.	<input type="text"/>
Estimated Total Amount Student is responsible for	<input type="text"/>

Psychology Student Travel Policy:

Please complete and submit the following Documents before your departure (keep personal copies for your records):

- 1. This completed and signed travel request form.
- 2. An out of state travel request form.

Keep & Submit the following Documents After Your Return (keep personal copies for your records):

- 1. Prepaid Expense Receipts (expenses paid in advance by the department).
- 2. Official Hotel Folio Statement, reflecting a zero balance at checkout.
- 3. Conference Itinerary (showing daily events, information about your presentation, and if meals were provided).

An electronic link to this document is acceptable, please type memo with link provided.

- 4. A typed memo explaining any special arrangements (For example if five students shared a hotel room with you, please list their names.

If you rode with a group, please list names of persons riding with you.

You would want to describe any arrangements by such groups to split up expenses, including as much detail as possible.

Do Not Submit:

- 1. Gas receipts (gas reimbursement is calculated by using mileage calculations and the current state travel reimbursement amount, which changes quarterly according to current gas prices in the state).
- 2. Food receipts (means not provided at event are reimbursed using a per-dim amount established by the state).

Once all required documents are submitted to the department staff, they will complete a travel voucher reimbursement request form on your behalf. You will be contacted to sign the completed form. After your signature is obtained, the form is submitted to EKU accounting for reimbursement processing. This process can take from two to six weeks. Reimbursements will be direct deposited to your checking account if you have direct deposit set up with the university and a check will be mailed to home address if not.

Travel Funding Agreement Terms Once the department prepays for any expense, you have financially committed to this event.

If you, for any reason, do not attend, you are financially responsible for reimbursing the department in full the amount of prepaid expenses within one calendar month of cancellation. You are responsible for obtaining and submitting all official receipts for expenses incurred for this trip, even expenses not covered by the department. Reimbursement time can take from two to six weeks upon returning from trip and submitting all required receipts and forms. You are responsible for any expense incurred exceeding the amount officially committed to you by the department and indicated on this form. You will have to pay for anything we are unable to put on the credit card up front, and wait until after you return from the trip, and the reimbursement is processed, to receive the department funding.

By signing below you are agreeing to these terms and verifying you have read, understand, and will adhere to the above policy and agreement.

Student Signature

Date

Faculty Advisor Signature

Date

Department Chair Signature

Date