DEPARTMENT OF PSYCHOLOGY
GRADUATE STUDENT Travel Reimbursement Form - To be submitted after travel

Return this form with attachments to Louise Calderone in the Psychology Department office.

NAME:_________________________________________________

DATE:_________________

ID#:_________________

CONFERENCE:_________________________________________

LOCATION:___________________________________________

DATES OF TRAVEL:_____________________________________

If you are requesting reimbursement for travel by car, list the departure point, arrival point, and mileage here:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Attach paper receipts for the amount of reimbursement you expect to receive. Receipts must be original cash register receipts or on-line receipts. Your airfare receipt must show flight information and evidence of your payment (“itineraries” might not show payment). You can get paid for meals by submitting itemized receipts.

If you have a letter from the Graduate School about your funding, please attach a copy for us. Also attach the report for the Graduate School (“brief assessment of the results of the presentation.”)

For shared costs, e.g. hotels: Both parties should provide a copy of the receipt. It’s OK for one person to use a photocopy in this case. If you paid another student for your share, the other student has to give you a statement saying he/she received X dollars for __, and you will attach that statement to your paperwork. If you were paid by someone, attach a copy of that statement to your paperwork as well.

BEST WAY TO CONTACT YOU IF WE HAVE QUESTIONS:__________________________________