

Occupational Health Psychology Training Grant Student Travel Application

Guidelines & Eligibility: The applicant must be a doctoral student who is presenting or co-authoring a paper or poster, relevant to Occupational Health Psychology, at a meeting of a relevant professional society. Given limited funds, some prioritization may occur for (1) students presenting (as opposed to co-authoring) and (2) students enrolled in the OHP Certificate Program.

*Return this form and supporting documentation to Vicki Magley
as soon as conference travel needs are concrete.*

Name: _____

Conference: _____

Location: _____

Travel Period: _____

Paper Title: _____

Authorship: _____

MONIES REQUESTED

Transportation (air, bus/train, car rental, personal vehicle use [<i>reimbursed at federal mileage rate, not to exceed reasonable air, bus, or train fare</i>])	_____
Parking, cabs to/from airport/train station	_____
Lodging	_____
Registration	_____
Meals (\$40 per diem allowance)	_____
TOTAL REQUEST	_____

REQUIRED ATTACHMENTS

- evidence of travel purpose (e.g., notification of paper acceptance, copy of program page)
- copy of registration form, indicating registration fee
- copy of travel itinerary, indicating transportation type & costs

Applications will be processed on a first-come, first-served basis until budgeted funds are exhausted. You will be notified of your travel award as soon as possible. Upon completion of travel, it is the students' responsibility to connect with departmental staff to obtain the award reimbursement. Note that receipt documentation up to the amount of the award will be required.

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For Administrative Purposes

Award Amount

OHP Program Core Faculty Signature

Date