

## Applying for Graduate Travel Funds

### Types of Available Awards and Funding

- [Graduate and Professional Student Association \(GPSA\)](#):
  - o \$950 maximum per fiscal year (July 1 through June 30)
  - o Review the GPSA website for more information
  
- [Graduate College Travel Awards](#):
  - o \$500 maximum per award period
  - o Reimbursable Expenses include: airfare and/or event registration up to \$500
    - Does **NOT** include: per diem, hotel, taxi or local transportation, other miscellaneous expenses
  - o Review the Graduate College Travel Awards website for more information regarding award process and criteria.
  - o Application for Graduate College travel award is a **multistep process**, requiring preapproval and prioritization by the Department of Psychology Director of Graduate Studies. **See page 2 for instructions.**
  
- [Department of Psychology](#):
  - o \$200 per fiscal year
  - o Travel reimbursement to students who are authors or co-authors on conference presentations.
  
- Faculty Mentor:
  - o Check to see if your Faculty Mentor's grant has funds for graduate travel
  - o We encourage faculty to match the Department's \$200

### Eligibility and Prioritization

#### Eligibility

- PhD students are eligible to apply for GPSA, Graduate College, and Department funds.
- MS ABA students are eligible to apply for GPSA and Department funds.

#### Prioritization

- Higher priority will be given to applicants not previously funded for travel, or with the longest time interval since the most recently funded travel.
- Higher priority will be given to students in years 2-5 of doctoral training than to students in years 1 or 6+.
- Higher priority will be given to applicants who are first authors of presentations.
- Higher priority will be given to students who are on the job market.

## Application Instructions

Department of Psychology Travel Funds:

1. Review the [ASU Business and Finance Travel site](#) for travel policies and resources.
2. Contact the Department of Psychology Cost Center Manager, Ali Pena, at [Ali.Pena@asu.edu](mailto:Ali.Pena@asu.edu) to request the Department of Psychology Travel Funds Application.
  - a. Request email should include your name, ASU email address, travel dates, travel location, reason for travel, and any other funding sources you are applying for or will be utilizing.
3. You will be prompted to complete the online Department of Psychology Travel Funds application.
  - a. The application must be submitted at least three weeks prior to travel, earlier is preferred.
4. You will be notified of an award decision via email. If granted, the notification email will contain time sensitive information.
  - a. Read thoroughly and follow all instructions.

Graduate College Travel Awards:

- Review the [Graduate College Travel Award website](#) for more information regarding award overview, deadlines, eligibility and application process.
- The Graduate College Travel Award application is a multistep process requiring applications first be submitted to the Department of Psychology for review, then forwarded to the Department of Psychology Director of Graduate Studies for prioritization, and finally submitted by the Department to the Graduate College for consideration.
- Process is as follows:
  - o Complete Graduate College application (do not submit to Graduate College)
    - This will require you to create a Trip Request ID. A trip request ID is generated with each new trip request. You do not have to submit request to obtain the ID.
    - You must have a My ASU Trip profile in order to access the My ASU Trip/Concur travel system. Contact the Cost Center Manager if you need a profile created.
  - o Follow the Department of Psychology Travel Funds Application instructions – listed above – to request the online application.
  - o The Department application must be submitted – with the Graduate College Travel Award application attached – **at least 10 days before the Graduate College Travel Award application deadline.**
- If applying for the Graduate College Travel Award only, not requesting department funds, enter a zero dollar (\$0.00) amount in the 'Amount Requested' section of the Department application.

## Questions?

Please contact Ali Pena at [Ali.Pena@asu.edu](mailto:Ali.Pena@asu.edu) or (480) 727-5059.