

## Department of Psychology and Neuroscience AY 20-21 Graduate Student Research Funds

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The Department of Psychology & Neuroscience is offering up to \$1,000 in support of graduate student research activities including (but not limited to) research related travel (i.e., conferences). These funds DO NOT require pre-approval/faculty approval, however if you have questions about the allowability of a particular expense contact Tim Greeson in advance. We suggest you check with your advisor about the availability of other funds, before spending your own research funds on anything. The deadline to use these funds is June 30, 2021.

Allowable travel expenses include:

- Conference registration
- Air travel
- Hotel (note that all receipts must be in your name, so if you are staying with others, be sure to get a receipt printed with your name on it)
- Ground transportation
- **NO REIMBURSEMENT ALLOWED FOR FOOD**
- **BE SURE TO FOLLOW ALL [Department and University Travel Procedures](#)**

Please route all completed forms and receipts including a brief explanation of the research purposes to Tim Greeson for processing.

Forms/Instructions: [Financial Service Center Forms](#)

If you are using a PCARD for payment, it can be allocated directly to your research account and Tim Greeson will fill in the Speed-type for you:

[Financial Service Center Purchase Receipt Form](#)

If you paid with your own funds, you can get reimbursed via direct deposit:

[Personal Expense Reimbursement Request Form](#)

For any additional info or instructions please contact Tim Greeson.