**Undergraduate Student Travel**

(approved without dissent in faculty meeting on September 11, 2017)

(Revised without dissent in faculty meeting on April 29, 2019)

The Department of Psychology provides partial funding (up to $350) to current undergraduate students who travel to present faculty-sponsored scholarly papers or posters for research conducted at Texas State University. Travel allocation time frame is based on the University fiscal year – September 1st to August 31st. Funding is available on a first-come, first-served basis and dependent upon available funds in the departmental travel budget. To request funding from the department, students must consult with the department’s administrative assistant in charge of travel to learn additional information about travel policies and documents required for reimbursement. The travel assistant can also help identify other travel funding resources on campus for undergraduate students. Please contact Danielle McEwen at 512-245-8144 or dl1120@txstate.edu.

**Steps for Completing Travel as an Undergraduate Student**

1. Once the conference organizer has accepted your presentation proposal, speak with the Department of Psychology Travel Assistant (Danielle McEwen).
2. Budget all expenses, and include them in the Undergraduate Student Travel Fund Request Form at <http://www.psych.txstate.edu/faculty/requests/studenttravel.html>
3. Print out and attach confirmation email of acceptance from conference organizer.
4. Hold on to all receipts. The form of payment (such as credit card’s last 4 digits) will need to be listed on receipt, for hotel, registration, and airfare.
5. Once you return, give all receipts to the Travel Assistant no later than 2 weeks after last travel day.
6. The Travel Assistant will submit your paperwork to Accounts Payable and Travel Office. Once completed, the Travel Assistant will send an email.
7. Please follow directions in email given by Travel Assistant.
8. Reimbursements can take up to 3 weeks after all paperwork has been submitted.