

APPLICATION FOR CONFERENCE TRAVEL REIMBURSEMENT GRANT – JMU DEPARTMENT OF PSYCHOLOGY

The Department of Psychology is pleased to make grants available to Psychology majors to support travel to make presentations at a conference. A limited pool of funding is available.

- Individual students may receive up to \$400. A group of three or more students making a presentation together may receive a maximum of \$1200, but no more than \$400 per person.
- Recipients of grants are expected to present their posters at the Psych Dept Symposium in April.
- Students are only eligible to receive **ONE** grant for conference travel per academic year.
- Grant winners must use current JMU accounting procedures to use this funding.

READ THE ATTACHED GUIDELINES BEFORE SPENDING ANY MONEY.

- Psychology funding will come after other forms of funding such as outside grants.
- Please discuss your expenses with Megan Loucks before making any purchases.
- If your plans change and funding is not needed, you must notify the department immediately so that funding can be made available for other projects.
- Applications may be submitted at any time; they will be evaluated and decisions will be made shortly after they are submitted. This program will end when all available funds are expended.

Date Submitted: _____ **Dates of Conference:** _____

Student(s) legal names and contact information: (if more than 4 travelers, note below and attach list)

First, Middle, Last	JMU Email (i.e. doejx)	Home Address	JAC ID #
1.			
2.			
3.			
4.			

APA Format Citation of Presentation:

- Have you (or other students working on this project) applied for other JMU Psychology Grants during the current academic year? Yes No
 - Have you applied for (or plan to apply for) other grants (e.g. CHBS, Psi Chi) to help fund this conference travel?
 Yes No If yes, which grants have you submitted (or plan to)? _____
 - Type of presentation (please check one) Poster Talk
- Has your presentation been accepted? Yes No, conference will notify acceptances at a later date

Faculty Advisor: _____ Signature of Faculty Supervisor: _____

Academic Unit Head: _____ Approved amount: _____

Submit completed application to Megan Loucks in the Psychology Main Office, Miller 1127.

JMU DEPARTMENT OF PSYCHOLOGY REIMBURSEMENT GUIDELINES

Keep this sheet for your information. Share with other travelers on the grant.

Special procedures must be followed in order for you to be reimbursed. Below are some general guidelines that need to be followed in order for Psychology to process your grant reimbursement.

Please discuss your expenses with Megan Loucks (loucksmm@jmu.edu; Miller Hall 1127; 568-2555) before spending any personal funds. All travel grants are given by reimbursement after the trip.

Receipts:

- **All receipts must be in the name of the person requesting reimbursement. JMU Guidelines will not permit us to reimburse students for expenses that are paid by parents, faculty members, or other students participating on the trip.**
 - For example, if you would like reimbursement for hotel expenses, make sure the hotel bill and payment method is in your name. (This is the most common issue with reimbursements!)

Registration:

- Print and keep your receipt for conference registration.

Air Travel:

- Print and keep a receipt of your ticket purchase that shows the price, which must be in “coach” class.
- You also must print and keep all boarding passes to submit with the paperwork.

Driving Your Car:

- JMU will reimburse you for driving based on the total mileage traveled, regardless of gas used. No receipts are necessary. Reimbursement goes to the person who drove.
- Rental cars are not covered.

Taxi Services:

- JMU can reimburse taxi, ride sharing (i.e. uber), or shuttle rides to/from conference/hotel/airports, and can cover tips up to 20%. You must provide a receipt.

Hotel Charges:

- You must keep your hotel receipt showing that it was paid. The receipt must show a “0” balance.
- The student getting reimbursed must have their name on the hotel receipt as payee.
→(If multiple people are sharing a room, ask the hotel to split the receipt so each person can have their name on their portion of the receipt and pay separately.)
- **Each city has a maximum amount of money that can be reimbursed by the state for hotels.**

Meals:

- No receipts are required for meals. The amount of money you can be reimbursed for meals is a fixed rate based on the number of days traveling and the location of your trip.

Other Expenses:

- Keep receipts of all additional expenses. When in doubt, best to hold onto it and ask!

When/How to Expect Reimbursement:

- JMU reimburses students approximately 4 weeks after receiving and processing paperwork.
- Students who are employed by JMU will receive their reimbursement by direct deposit.
- Students who are not employed by JMU will receive their reimbursement in the same manner as their Business Office reimbursements are delivered. <https://www.jmu.edu/ubo/refunds.shtml>