Department of Educational Psychology
Counseling & Counseling Psychology Programs

Student Travel Funds

Eligibility

Matriculating students in the Counseling and Counseling Psychology Programs may apply for funding to assist in their academic-related travel expenses. This money may be used to reimburse airfare, car mileage, ground transportation, gas, parking, conference registration fees, lodging, and meals.

How To Apply

1. Complete the Student Travel Funds Request Form (See Page 2)
2. Complete the Pre-Registration Travel Authorization Form (See Page 3)
3. Print both forms and submit to your training director:
   Counseling Psychology—Dr. Sue Morrow
   School Counseling & Professional Counseling—Dr. Paul Gore

Approval Process

The training director will bring your request to the faculty for approval.

Upon approval, your forms will be signed and forwarded to Daryl Dowdell, our Accounting Specialist (daryl.dowdell@utah.edu).

If you are applying for matching funds through the Graduate School, Daryl will “register” your trip, give you a travel authorization number, and sign your Graduate School Travel Assistance application.

Reimbursement Process

After the trip, you have two weeks to provide Daryl Dowdell with the following:

- A completed Travel Reimbursement Form
- Original receipts (for your expenses) taped to one side of a 8 x 11 sheet of paper. DO NOT STAPLE or highlight receipts.
- A conference schedule or program brochure.

*Note: You do not have to provide meal receipts. Meals are reimbursed through a per diem rate based on the geographic location of your travel. See Page 3 for reimbursement details.
**Student Travel Funds Request Form**

Name: _______________________________  UNID: _______________________________

Program: (Circle One)
- Counseling Psychology
- Professional Counseling
- School Counseling

E-Mail: _____________________________________________

Title of Event: _____________________________________________

Sponsoring Organization: _____________________________________________

Date(s) of Event: _____________________________________________

Location of Event: _____________________________________________

Are you presenting? Yes  No  ...Applying for Graduate School Travel Funds?  Yes  No

(Circle One)

Title of Presentation: _____________________________________________

Type of Presentation: (Circle One)
- Poster
- Round Table
- Symposium
- Other:_______________________________

*If presenting, please attach a copy of the abstract submitted for presentation.

**Statement of Purpose**

*Please provide a brief statement about the value of this event to your professional development.*

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Pre-Registration Travel Authorization

Here is a link to the Pre-Registration Travel Authorization Form. Although the University Travel Office does not require this form, the Counseling Psychology Program Requires this form to authorize your trip.

http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf

Graduate Student Travel Funds

Matriculated graduate students who have a research project accepted for presentation at a professional meeting or conference have an opportunity to apply for additional funds (up to $400) through the Graduate School.

To apply for additional Graduate Student Travel Funds:
1. Complete the Graduate School Student Travel Assistance Application (see link below)
2. Sign the certificate of eligibility to receive funding (found in the application)
3. Turn the following things into your training director: a) CCP Travel Request Form (pg. 2 of this brochure), b) a copy of the abstract you submitted to the conference, c) the Pre-Registration Travel Authorization Form (top of this page), d) the Graduate Student Travel Assistance Application, and e) a signed certificate of eligibility to receive funding.
4. The training director will seek approval from the faculty and if approved, will deliver your application to Daryl. Daryl will contact you when he has authorized your trip and the Department Chair has signed your Graduate School Travel Application.

Graduate School Student Travel Assistance Application

We recognize that the Graduate School has limited funds and that they are granted on a first come, first serve basis. If you apply for additional funds from the Graduate School (or another organization) and do not receive them, you may come back to the CCP faculty and request supplemental funds.

Reimbursement Details

- Airfare documentation should contain proof of payment information, itinerary or dates of travel, and total fare amount. You may include receipt for baggage fees.
- Airline fees associated with entertainment or flight perks are not allowable (e.g., inflight movie; internet).
- To be reimbursed for mileage, attach a Google map, Mapquest or other online verification of miles when personal car is used for travel.
- Mileage will be paid at the Federal rate (56.5 cents per mile).
- If renting a car, travelers should use contracted car rental agencies. The cost of rental and taxes is reimbursable; additional insurance is not.
- Lodging receipts should be on hotel letterhead with property contact information.
- No need to save meal receipts. Meals are reimbursed according to Federal location-specific per diem rates (domestic travel rates range from $46 to $71 per day). Your per diem rates will be calculated by the Travel Office after your trip has occurred. If you want to get an idea of what your per diem will be go to: http://www.gsa.gov/portal/content/104877