

PSYCHOLOGY DEPARTMENT CONFERENCE TRAVEL SUPPORT

The following guidelines are for the use of department funds for conference travel.

The department allocates conference travel funds for graduate students in years 2-5 to attend **one** conference per year. In consultation with your advisor, you are free to attend more than one annual conference, but in general only one conference can be reimbursed from department funds per year. Thus, you cannot seek reimbursement for several small conferences or portions of multiple conferences from the department funds. The department allocates conference money to support graduate students in presenting data collected at Northwestern. We hope that you consider going to the highest-impact conference in your area where your presentation will reflect well upon Northwestern and help you build a network that will launch a successful career.

The amount of funds available in a given year varies. 1st years are not eligible for departmental travel funds. The rationale is that typically 1st years do not have enough data from Northwestern to present at a major conference. In your 2nd and 3rd year you are eligible for \$450 each year from the department. You are required to be first author on a presentation AND petition The Graduate School in years 2 and 3 for \$800 in conference travel funds. In your 4th and 5th year, if you have used up your TGS travel funding in previous fiscal years, you are eligible for \$1250 from the department for conference travel. The requirement is that you need to be first author on a presentation. The proof that you have received the maximum amount of funding from TGS must come in the form of an email from TGS stating that you have used the maximum amount. If you do not include this proof with your reimbursement materials, you will only receive reimbursements totaling \$450 annually in years 4 and 5. If you are in your 4th or 5th year and have not used up your TGS travel funding, you can request \$800 from TGS and \$450 from the department.

To receive reimbursement from the department for conference travel funds you must abide by the University rules of allowable expenses. In addition, you must turn in all your receipts within 30 days following the conference. Prepayment of flight and conference registration fees can be made in advance by the department and subtracted from your reimbursement amount by following these procedures:

- 1) make an appointment with Julie Hoather to arrange your conference travel; 2) bring to your meeting with Julie notification from TGS of funding or email from your advisor with chartstring or proof that you have used the maximum amount of TGS funding (if the department will be providing funds); 3) Julie can direct-bill your flight via Egencia, so that the charge for the flight will go directly to the department; 4) Julie can pay your conference registration fee in advance with the department credit card. However, please note that the department card has a monthly limit, so if many grad students request conference fees to be paid in the same month, the department may not be able to accommodate all requests (requests will be processed on a first-come first-served basis).

Eligibility:

- 1) Students years 2-5 are eligible to receive one conference travel grant per fiscal year from the department (September 1-August 31) as indicated above. Unused funds cannot be carried over from year to year.
- 2) Students must be first author on a conference presentation and provide proof.
- 3) Apply for the TGS travel grant at least 14 days prior to travel. Must request \$800 in travel funds from the Graduate School. Indicate \$450 from the department on the TGS conference travel application. Send approval notice to Graduate Program Assistant.

<https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/>

- 4) Failure to submit proof of approval or rejection from The Graduate School results in receiving only \$450 from the department.

Graduate Program Coordinator: Julie Hoather, Julie.Hoather@northwestern.edu