

Student Travel Reimbursement

Please provide original receipts that show actual payment, item and dates and a copy of the conference brochure. Note that there is a \$150 reimbursement cap for student travel. Please see a copy of the student travel guidelines for clarification. Once approved by the Training Director, submit all materials to Terri Williams, 3rd floor HEDCO.

NAME: _____

ID#: _____

Current Address: _____

Conference Title and Location: _____

Title of Presentation: _____

List of conference events, presentations, and meetings you attended:

ITEM	AMOUNT
Ticket receipt if paid out of pocket showing itinerary & dates	
Conference brochure showing "At a Glance" convention hotels, included meals	
Hotel – original receipt showing \$0 balance	
Rental car receipt (not the credit card slip)	
Conference registration showing payment	
TOTAL REIMBURSEMENT	\$150 , \$50*

*local conference only

Approved by: _____

 Signature

 Date

Student Travel Guidelines for Reimbursement from Counseling Psychology

Effective September 1, 2006

This document is intended to provide guidelines for travel reimbursement from the Counseling Psychology Program to counseling psychology students for student travel. The goal of student travel reimbursement is to support student learning and professional development as Counseling Psychologists through attending and participating in professional conferences.

1. Travel reimbursement is always subject to available funds as determined by faculty and can be revoked at any time.
2. Travel reimbursement is not guaranteed.
3. Students must apply to the Training Director for travel reimbursement each time they travel.
4. Students are eligible for a maximum of \$150.00 of travel reimbursement per academic year (Sept 1 – August 31).
5. Travel to national conferences that require an airline flight will be reimbursed up to \$150.00 under the following conditions:
 - a. The conference is a professional conference with a clear connection to Counseling Psychology or Psychology as a discipline.
 - b. The student is presenting at the conference, either a poster, paper, or APA roundtable.
 - c. The student must be in “good standing” with the Program.
6. Travel to a local conference (Eugene, Portland, or Seattle) will be reimbursed up to \$50.00 under the following conditions:
 - a. The \$50.00 will be reimbursed for conference registration only.
 - b. Registration fees for less than \$50.00 will be reimbursed accordingly.
 - c. No money for travel will be reimbursed (Only receipts for the conference registration are needed).
 - d. The student is presenting at the conference, either a poster, paper, or roundtable.
 - e. The student must be in “good standing” with the program.
7. Travel awards are for students still in residence and are pre-internship status at the University of Oregon. Students on internship are not eligible. Students who are ABD are not eligible.
8. Students supported by program funds are expected to attend *significant portions* of the conference. EG, for APA, students are required to attend the Division 17 Business Meeting, the presidential address, one social hour, and presentations other than their own.