**Guidelines for Using Psych One Travel Money**

Travel Allowance per TF: $1000

Expenses that can be covered include: travel, hotel room, meals, and conference registration.

Travel Dates: Through August 2017.

*To apply for travel money, please prepare a one-page proposal that looks like this:*

Conference name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website URL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of the teaching-focused sessions you plan to attend:

List of expenses:

|  |  |
| --- | --- |
| Type (Travel, registration, hotel, food) | Amount |
|  |  |
|  |  |
|  |  |
| *Total (cannot exceed $1,000):* | |

A brief statement of how the conference content will develop your teaching (a paragraph is fine):

Email the proposal (as a word doc or PDF) to Bridgette and to Lizzie, as well as receipts for *each* of the expenses.

*When the proposal is approved:*

Go ahead and book your tickets and pay for your registration. Lizzie will give you detailed guidelines about receipts and documents to keep and submit in order to receive reimbursement for your expenses after the trip.

If an Advance is needed, please speak with Lizzie.

*After the conference:*

Be prepared to share what you have experienced. Based on new research or teaching techniques that you learned, you might prepare new teaching resources and share these with your students, on the Wiki, or with fellow TFs at a weekly meeting.