**Department of Psychology**

**Professional Fund Request**

**Name:**

**Reason for Request: (Please provide details including business purpose for non-travel dollars.)**

These dollars can be used for any appropriate professional expense allowed by the State of Nebraska and the University. Examples include: travel expenses to conferences/meetings, membership for professional societies, support for a graduate student to travel, supplies for a preliminary study, print charges, etc.

**For Travel Requests, a Pre-Trip Travel Authorization is required. Please attach to this request.**

Name of Conference/Meeting (include meeting website):

Travel Destination:

Travel Dates:

If travel request estimate is greater than $500 (or $400), balance of reimbursement will come from: College travel funds \_\_\_\_\_ and/or Cost Object \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Faculty may request a maximum of $500 during a fiscal year.*

*Post-doctoral fellows/research assistant professors may request a maximum of $400 per fiscal year.*

***Requests for travel dollars must be submitted before the travel has occurred.***

**Amount Requested**

Amount requested from Psychology Department Professional Funds: $

Signature: Date:

Chair’s Approval: Date: