

**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: _____