Educational Psychology Students
Travel Scholarship Form for Summer/Fall 2010
Funded through the EPSY Department

Name: ________________________________  Department/Program: ________________________________

UIN: _______________________________  E-mail: ____________________________________

Conference Attended: ________________________________________________________________

Date of Conference: ___________________  Location of Conference: ________________________

Amount Spent: _______________________

Conference was (circle one):  State  /  Regional  /  National

[Note: If you attend a National ‘caliber’ conference, such as APA or NASP, you should circle ‘NATIONAL’, even if the conference is held in Texas]

To be eligible for this travel scholarship, you must:

• Be an EPSY (BIED, CCID, CPSY, EDTC, RMS, SC, SPED, SPSY) student during the Spring/Summer 2010.
• Have presented research at a conference between July 1, 2010, and December 31, 2010, using research from a TAMU-affiliated program, class, grant, or other study.
• Turn in receipts for expenses incurred as a direct result of traveling to or attending the conference.
• Present proof of involvement as a presenter, such as a program page listing your name and the title of your presentation.
• Turn in the above materials stapled to this form to the EPSO mailbox no later than Friday, March 12, 2011.

Maximum scholarship amounts are as follows:

• State conference: $200
• Regional conference: $300
• National conference: $500

PLEASE BE AWARE OF THE FOLLOWING:

• Scholarship amounts vary depending on the number of applications for funds.
• Turning in receipts does NOT guarantee you will receive a scholarship. In the event that students request more money than is available in the scholarship fund, a more stringent competitive process will be used to determine funding distribution.
• IF YOU ARE RECEIVING FEDERAL FINANCIAL AID (such as a Pell grant or Stafford loan), the money you receive from this travel scholarship may affect your financial aid amounts. You may have to pay back federally-awarded money if you receive this scholarship. Check with your TAMU financial aid advisor if you are unsure whether this applies to you, and if so, to see if it can be changed in your case.
• Scholarship funds will be awarded in Fall 2011 for conferences attended between January 1, 2011, and June 30, 2011.
• Details regarding this scholarship is in the Scholarship Handbook is available at: http://epso.tamu.edu/node/7
Please list your expenses for the following areas:

**If fees were split between people and the receipt you have does not indicate the split, please divide the expenses to reflect how much you actually spent, and mark the receipt accordingly. If you are claiming expenses from another person’s receipt (e.g. that person kept the receipt and you paid that person cash), you need to get a copy of the receipt from that person and turn it in. *Please note: For Spring conferences and all future scholarship requests, each party MUST have split receipts in order to be eligible for that expense to be covered.**

- Transportation Expenses
  - Airfare: $___________
  - Car Rental: $___________
  - Rental Car Gasoline: $___________
  - Parking: $___________
  *(if personal car was used, see ‘Mileage’ below)*

- Conference Registration Fees $___________

- Hotel $___________

- Food (Please list date and amount):
  - Maximum of $30 per day will be considered.

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  $___________ (food total)

***NOTE regarding Mileage:***
- IF YOU USE YOUR OWN VEHICLE to travel to a conference: You will be paid at a fixed rate per mile, regardless of receipts. Therefore receipts for gas will not be taken into consideration if you used your own vehicle. Mileage will be determined using an A&M standard mileage calculator.
- IF YOU USED A RENTAL CAR, you should turn in gas receipts, but will not be eligible for mileage expenses.
- Mileage (if a personal vehicle was used):
  - from _________ to _________ (city) (city)

Grand total requested (excluding mileage): $___________

On my honor, I hereby certify that the above expenses were incurred as a result of traveling to the above-mentioned conference. I have NOT received, NOR will I seek, additional reimbursement for the expenses mentioned here. I understand that if I have received any outside funding supporting my attendance at this conference (e.g. travel reimbursements through a job at a grant-funded project, etc.), I am NOT eligible for this scholarship, and may not apply. I have read and understand the information provided on the first page of this document detailing the limitations and restrictions of the funding I am requesting, and understand that this is a competitive process and no monetary award is guaranteed.

_________________________    __________________
Signed         Date

Be sure you signed the form and filled in all the applicable blanks! Unsigned forms will NOT be accepted!
Please neatly attach all receipts to this form and include everything in a single envelope.

Return it to the Black EPSO Mailbox on 7th floor by 4:00 p.m. on Friday March 12, 2011. ONE FINAL NOTE: If you have any questions, contact Jaime Duran at jduran23@neo.tamu.edu prior to the due date. The person in charge of handling these forms is not responsible for forms that are left blank or left unsigned. It is your responsibility to make sure everything is filled in.