Organization of Psychology Students (OPS)  
Conference Reimbursement Request Form

You may be reimbursed up to $150 for attending a conference (including training seminars) or travel for internship interviews and up to $300 for presenting or having a poster at a conference. Requests for reimbursements need to be submitted within one year of the conference date to be honored. Each doctoral student can be reimbursed up to five times during their graduate career and each masters level student can be reimbursed up to two times during their graduate career (reflecting one possible reimbursement per year). These can be accumulated over time (i.e. if you do not use a reimbursement in your first year, you still have five left).

Reimbursement Request Deadlines:  
Fall Semester – December 22nd  
Spring Semester – May 15th

Reimbursement Request Forms received after the stated deadlines will not be eligible, and must be submitted the following semester. In the event that reimbursement requests exceed available funds, reimbursements will be determined by lottery. Reimbursements will be mailed to you after the end of each semester.

To request reimbursement, please email opsreimbursements@gmail.com with:  
1) this completed form and 2) all additional documents as attachments

In order to be reimbursed, the following items MUST be submitted:

<table>
<thead>
<tr>
<th>Items Needed (At least 4 must be checked)</th>
<th>Please Check - Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy or picture of identification card or badge from conference</td>
<td>☐</td>
</tr>
<tr>
<td>2. List of itemized expenses</td>
<td>☐</td>
</tr>
<tr>
<td>3. Copies or pictures of all receipts verifying the above expenses incurred as an attendee of the conference</td>
<td>☐</td>
</tr>
<tr>
<td>4. Brief description of the conference</td>
<td>☐</td>
</tr>
</tbody>
</table>

The following two items are necessary only if you are presenting:

<table>
<thead>
<tr>
<th>Items Needed (At least 4 must be checked)</th>
<th>Please Check - Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Printout copy of accepted poster/ abstract of presentation</td>
<td>☐</td>
</tr>
<tr>
<td>6. Copy of conference program page that lists your poster/ presentation *presenter must be listed as an author</td>
<td>☐</td>
</tr>
</tbody>
</table>
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Conference Reimbursement Request Form

Name: _____________________________________________________

Program: ____________________________________________________

Year in Program: _________ Date submitted: ________________

Home address: ________________________________________________
________________________________________________________________
________________________________________________________________

Phone number: ___________________

Email address: __________________________

Reimbursement requested (Check one):

□ Less than $150 ____________
□ Attending conference/Internship travel ($150)
□ Presenting at conference ($300)

Name of Conference: ___________________________________________
________________________________________________________________
________________________________________________________________

Date of Conference: _________________

If presenting: Title of Presentation/ Poster:
________________________________________________________________
________________________________________________________________
________________________________________________________________