

Organization of Psychology Students (OPS) Conference Reimbursement Request Form

You may be reimbursed up to **\$150** for attending a conference (including training seminars), and up to **\$300** for presenting or having a poster at a conference, travel for internship interviews or internship application fees. 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 (e.g., reimbursements after May 15th will be reimbursed by the end of the fall 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 for conferences, the following items **MUST** be submitted:

<u>Items Needed (At least 4 must be checked)</u>	<u>Please Check - Enclosed</u>
1. Copy or picture of identification card or badge from conference	<input type="checkbox"/>
2. List of itemized expenses	<input type="checkbox"/>
3. Copies or pictures of all receipts verifying the above expenses incurred as an attendee of the conference	<input type="checkbox"/>
4. Brief description of the conference	<input type="checkbox"/>
5. Printout copy of accepted poster/ abstract of presentation	<input type="checkbox"/>
6. Copy of conference program page that lists your poster/ presentation <i>*presenter must be listed as an author</i>	<input type="checkbox"/>

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The following items are necessary only if you requesting reimbursements related to internship:

7. Copy of receipts of internship application fees and/or
copy of internship travel receipts with screen shot of interview invitation via e-mail with
matching travel receipt dates

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Name: _____

Program: _____

Year in Program: _____ Date submitted: _____

Home address: _____

Phone number: _____

Email address: _____

Reimbursement requested (Check one):

- Less than \$150 _____
- Attending conference (\$150)
- Presenting at conference/Internship travel/Internship applications (\$300)

Name of Conference: _____

Date of Conference: _____

If presenting: Title of Presentation/ Poster:
