



PSNA Student Travel Award

The PhD Nurses Student Association (PSNA) at Case Western Reserve University is pleased to offer travel awards to PhD nursing students. The purpose of this travel award is to help PhD nursing students present at professional conferences and other events by reimbursing a portion of their travel expenses. To be eligible for this travel award, students must present proof of their role as a presenter at the conference (e.g., poster, podium, paper, and so on). Priority will be given to students who meet any of the following criteria: (a) they have not previously received this award; (b) they have not received other sources of funding for travel to the conference; (c) they have completed at least 9 credit hours in the nursing PhD program; or (d) they have served as a PhD executive board member within the last 12 months. Students who currently serve as a PSNA executive board member may be eligible for additional funding, subject to budget constraints.

PSNA aims to support as many students as possible with this travel award. However, the amount of funding a student can receive depends on the number of applications per semester and the amount of funds available in PSNA's budget. Given this, the amount of approved funding will vary based on the above factors. PSNA encourages students to apply as early as possible to increase their chances of funding.

There is no minimum amount for the PSNA Student Travel Award. However, the maximum amount PSNA will reimburse is \$300.00 per student or \$600.00 per PSNA executive board member per academic year. If you would like to join PSNA and be considered for additional funding, please check the appropriate box on the Travel Award Application Form (see page 2 of this document). To be eligible, students must apply for the award at least 30 days before their proposed travel. Applications are reviewed on a rolling basis.

Eligibility Criteria and Conditions

1. Applicant must be enrolled in the PhD Nursing Program as a part-time or full-time student.
2. Applicant must be accepted to present at a professional conference, workshop, or other academic event.
3. Applicant may only apply for up to \$300.00 per academic year, including the summer term.
4. No funds may be used to pay for tuition, fees, fines, or memberships in professional societies.
5. No funds may be used to purchase alcohol or reimburse alcohol purchases.
6. Applicant must submit their application at least 30 days before the conference or event.
7. Applicant must submit proof(s) of payment no later than 30 days after the event.
8. Applicant should retain copies of original receipts until PSNA issues the travel award.

Required Materials

1. Applicant must complete the PSNA Travel Award Application Form (see page 2 of this document) and submit it to the PSNA email (psna@case.edu) at least 30 days prior to the event.
2. Applicant must submit a copy of invitation, acceptance letter, or other such documentation of presentation acceptance to the PSNA email (psna@case.edu) at least 30 days prior to the event.
3. Applicant must submit digital proof(s) of payment (such as a scanned receipt) for event registration, travel expenses, or dining/food expenses to the PSNA email address (psna@case.edu) no later than 30 days after the event.

In the event of unforeseen circumstances or emergency, PSNA reserves the right to retract reimbursement prior to payment.



Travel Award Application Form

Name*	Student ID*
Email*	Phone
Expected Graduation Date*	Advisor's Name*
Academic Event*	Date of Event*
Title of Presentation*	
Priority considerations* - I have received funding from the PSNA Student Travel Award previously ☐ - I have received travel funding for this event from a different source ☐ - I have completed <u>less than</u> 9 credit hours of PhD nursing coursework ☐ - I have <u>NOT</u> served as a PSNA executive board member within the last 12 months ☐ If you selected any of the above considerations and you believe that your application should still be considered with priority, please briefly explain.	
I would like to serve on the PNSA executive board ☐	
Student Signature*	Date of Submission*

By signing this document, the student agrees to abide by all requirements of the travel award
***Required**



CASE WESTERN RESERVE
UNIVERSITY
Frances Payne Bolton
School of Nursing

To be completed by a PSNA Executive Board Member:

_____ Not Approved for reimbursement

_____ Approved for reimbursement

The PhD Student Nurses Association has approved _____ to receive a monetary reimbursement for the amount of \$ _____, which will be deducted from the PhD Student Nurses Association's account.

Approved by: _____ Position _____

Date: _____