



Department of Psychology

FORM: Area Support Funding Application

Area support is subject to availability of funds.

- Submit applications to Lawron Leung.
- Requests must be submitted prior to expense being incurred.
- Travel expense request will be considered only when all other sources of travel funds have been exhausted.
- Funds are paid or transferred after original receipts for amount awarded are submitted.
- Requests and expenses must comply with UBC Policies #83 (Travel and Related Expenses), #84 (Entertainment), and the Faculty of Arts Policy on Entertainment Expenses.
- Expenses that can be reimbursed through Faculty PDR are not eligible for area support.
- Once approved, requests are valid until December 31 of the application year.
- Approved funds must be spent between January 1 and December 31.

Area		Requested by	
Total funding request		Anticipated date of expenses	
Budget details (include breakdown of costs, note any matching funds)			
Rationale (indicate how funding supports area)			

Area coordinator signature _____ Date _____

Amount approved	
Approved by Department Head	Date