

January 22, 2025

Dear Graduate Candidate Visitor:

Welcome to the University of Illinois at Urbana-Champaign campus!

We will be processing your travel reimbursement request for the expenses you incur while visiting our campus. You will need to submit a department graduate recruitment travel reimbursement form along with the required documentation (refer to attachment). You can submit your documentation by mail, or by scanning and emailing it to us at psych-travel@mx.uillinois.edu. All documents must be clear and legible.

You will be told the maximum amount you will be reimbursed for your travel expenses by the faculty member(s) arranging your visit. It varies somewhat depending on which Program Area of the Psychology Department you are visiting. This is why the maximum amount is not included here.

Travel reimbursement requests must be submitted to our attention within 30 days after your visit date or by April 1, 2025. If your request is submitted after April 1, 2025 they WILL NOT be processed. Please allow 6-8 weeks after you submit your request to receive a check from the University.

Feel free to contact us at psych-travel@mx.uillinois.edu if you have any questions.

Sincerely,

Brenda Reinhold

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