Debit Funds

Psychology Grad students receive $400/year (for up to 5 Years) in Debit Funds. Joint Students (in SSW and WS) will receive $200 from Psychology and $200 from SW or WS. CPEP students receive their full funding from CPEP. Funds provided by Psychology can be carried over year to year, and expire at the end of the defense term, or at the end of the 5th year, whichever happens first.

To request Debit Funds through the Psychology Department, submit a brief memo to the SAA Office that describes how the use of the funds relates to your degree completion/professional development. (See the following template.) The memo should be signed by you and your advisor and submitted to the SAA Office, and attached to the receipts. Requests can also be submitted electronically to psych.saa@umich.edu.

It is preferable that receipts are attached to the initial request, however if the funds are needed prior to the purchase, receipts must be submitted within 2 weeks from receipt of funds. Please submit itemized receipts whenever possible. For food purchases, itemized receipts are required to document that alcohol was not purchased with University funds.

We can only process requests for expenses dated within 45 days from the date of submission.

Allowable expenses:

- Degree related research expenses
  - Consumable research supplies
  - Participant incentives
  - Statistical Software
  - Transportation/Lodging/Food Expenses if research takes place outside of Ann Arbor

- Professional Development
  - Conference attendance (transportation/lodging/food/registration fees)
  - Poster printing for presentations
  - Professional Memberships Dues/Fees
  - Journal Subscriptions

- Other expenses related to degree completion
  - Limited Licensure for clinical internships
  - Travel expenses to internship interviews
  - Dissertation Printing/Binding/Publication Fees

Unallowable Expenses:

- Individual course related expenses (i.e. textbooks/lab fees, etc)
- Travel expenses for anything other than conference attendance, research travel, or clinical internship interview travel (i.e. travel to defend dissertation)
- Job searching expenses (travel to interviews, postage for application submissions)
- Alcohol
- Expenses subsequent to defense term
- Expenses for anyone other than graduate student requesting funds
- Expenses with receipt dates of older than 45 days
DEBIT FUNDS REQUEST TEMPLATE

Name
UMID
Email

Date

Paragraph on the description of the use of funds and how it relates to your degree/professional development

List of itemized expenses (Description and Dollar Amount)

1.
2.
3.
4.
5.

Total Amount requesting: $__________

_________________________________
Signature (Student)

__________________________________
Advisor Name Printed

__________________________________
Signature (Advisor)

Attach all receipts for expenses listed above

Note: For any expenses not yet purchased, receipts must be submitted within two weeks of the request for funds.