

APLNG GRADUATE STUDENT TRAVEL FUNDS REQUEST FORM

Graduate students in APLNG who are presenting at professional conferences* are eligible for funding to cover travel, lodging and conference registration costs. Please complete this application, attach a copy of your proposal acceptance notification and abstract, and return to the Travel Committee Student Representative. Applications must be received and approved before the conference date. Applications without a copy of the proposal acceptance and abstract will not be considered for funding. Applications submitted after the conference will not be considered for funding.

Name _____ Penn State ID Number _____ Email Address _____

Check one: MA student _____ PhD student _____

Name of Conference	Dates and Place of Conference	Title of paper you are presenting
_____	_____	_____

Estimated costs	
Travel	_____
Lodging	_____
Registration fee	_____
Total	_____

Important!

*All air travel must be directly billed to the University. Car rentals are optional. If you purchase tickets from sources other than Penn State Travel Services or one of the approved University agencies, payment **must** be made with personal funds. You cannot be reimbursed for other expenses without receipts. All receipts must have your name on them. If you share a room, you need a separate receipt from the hotel with your name on it that shows your portion of the bill.*

**This includes all major national and international conferences as well as smaller special topics conferences*

Office Use Only		Budget, Fund, Cost Center
Amount approved by APLNG _____	Approved by _____	_____
Amount approved by CLA _____	Approved by _____	_____
Amount approved by RGSO _____	Approved by _____	_____
TOTAL APPROVED _____		