

**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 purchased with personal funds. A receipt of purchase is required for reimbursement. You also 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 that shows your portion of the bill.

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

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