

**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 the application, attach a copy of your proposal acceptance notification, and return to 305 Sparks. Applications must be received and approved before the conference date. Applications without a copy of the proposal acceptance 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
_____	_____	_____

<b>Estimated costs</b>	
Travel	_____
Lodging	_____
Registration fee	_____
<b>Total</b>	_____

*Important!*

All air and rail travel **must** be directly billed to the University. Car rentals are optional. **DO NOT** charge air or rail travel to your personal credit card. If you do, you *cannot* be reimbursed. 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 paid bill.

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

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**Office Use Only**

Amount approved by APLNG _____	Approved by _____
Amount approved by CLA _____	Approved by _____
Amount approved by RGSO _____	Approved by _____