

Revised June 2018

## PCPS STUDENT APPLICATION FOR PROFESSIONAL TRAVEL FUNDS

**Please submit documentation to Tammy Manka, 111 McGurrin Hall**

Date: \_\_\_\_\_ PCPS Major/Academic Program: \_\_\_\_\_

Name: \_\_\_\_\_ R number: \_\_\_\_\_

Scranton e-mail: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Organization Sponsoring Meeting: \_\_\_\_\_

Location of Mtg/Conf: \_\_\_\_\_ Date(s) of Mtg./Conf.: \_\_\_\_\_

A faculty member traveling to same destination (if relevant): \_\_\_\_\_

Check Type of Student Lodging:  Hotel  Dormitory  Other lodging not private residence  Private residence

Lodging Mailing Address \_\_\_\_\_

Paper/Poster Title and Authors \_\_\_\_\_

Scope of Meeting/Conference (please check):  International  National  Regional  State  Area

Please indicate briefly the nature of the meeting/conference:

Purpose for attending the Mtg./Conf. (please check one below & attach appropriate documentation)

1.  Presenting a paper, poster or other (specify). 2.  General professional development but no presentation

Summarize Anticipated Expenses (registration, travel, lodging, food, etc.) Note that only a portion of expenses will be reimbursed.

Proof of student payment (receipts) required. Students should expect to self-fund a majority of professional travel:

### **Checklist for Approval**

- Travel must be associated with the student's academic program (club activities are not eligible)
- Copy of meeting announcement or preliminary program is attached
- Documentation of paper acceptance or other presentation/meeting involvement, if relevant, is attached.

Mailing Address for Check: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Program Director (verifying eligibility): \_\_\_\_\_

Dean's Approval: \_\_\_\_\_  \$200  \$100  Other \_\_\_\_\_