

LCHS STUDENT APPLICATION FOR PROFESSIONAL TRAVEL FUNDS

Please submit documentation to Tammy Manka, 111 McGurrin Hall

Date: _____ LCHS Major/Academic Program: _____

Name: _____ R number: _____

Scranton e-mail: _____ Telephone #: _____

Organization Sponsoring Meeting: _____

Location of Mtg/Conf: _____ Date(s) of Mtg./Conf.: _____

Is 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:

Will you be receiving any additional funding from other University sources?

If so, what office:

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

