

CENTER FOR LANGUAGE ACQUISITION
Inter-Office Correspondence

DATE: October 10, 2006
FROM: James P. Lantolf, Director
TO: Graduate Students
RE: Travel Funds Request Form

Are you planning to request money from the Center for Language Acquisition for professional travel for the 2006-2007 academic year? **If so, please indicate your plans below, even if they are only tentative at this point or were previously discussed.**

This year, only one travel funds request form will be approved per student, with a maximum support amount of \$350. I hope that we will be able to make a contribution toward the cost of attending one conference for all graduate students who are presenting a paper, with some priority given to major conferences such as the AAAL. Students must be presenting a paper at a major national meeting in order to apply for funding. Also, you are encouraged to apply for funding from your home department as well.

Please return this form to Gennifer Blesh in 305 Sparks Building, **at least 14 business days prior to your departure date** if you would like to make a request at this time. If you have already completed another travel form for another department, you can save yourself double paperwork by sending me a copy of that form, or leaving me a note asking me to obtain it from the department. Requests are based on a first-come first-served basis.

Name _____ Department _____ PSU ID Number _____
Email Address _____ Campus Address _____ Campus Phone _____

1. Conference Participation

Organization	Dates of Travel	Location	Estimated Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Have you or will you receive funding from another department for this trip? Yes No If yes, what department & how much? _____

3. Title of paper you are presenting: _____

4. Please attach 50 word abstract.

Office Use Only

Amount Approved _____ Approved by _____