**PROPOSAL TEMPLATE FOR TRAVEL SUPPORT**

*Please send this form to* *ssve@pml.ac.uk**. The closing date for applications is* ***7th November 2022****.*

1. Applicant information:

Name

Position

Affiliation (institution)

Postal address

Country

E-mail

Short biography (200-300 words):

2. Meeting/conference information:

Title:

Dates:

Location:

3. Nature of applicant’s participation in the meeting:

Would you be interested in giving a presentation at the POGO Meeting?

Presentation title (if applicable):

How do you hope to benefit from attending the POGO Meeting?

Would you be unable to attend the meeting without the support from POGO?

4. Budget request

|  |  |  |
| --- | --- | --- |
| **Item** | **Details (e.g. flight itinerary, number of days/nights…)** | **Cost (EUR)** |
| Flight (economy) |  |  |
| Local transport |  |  |
| Accommodation |  |  |
| Subsistence |  |  |
| **Total** |  |  |

Note: per diems and honoraria cannot be included. Expenses to be reimbursed based on actual costs (and production of receipts). Flights should be booked by the speaker then reimbursed by the Secretariat. Only Economy Class fares will be reimbursed.

Please include here any information about other sources of funding, if applicable: