**PROPOSAL TEMPLATE FOR TRAVEL SUPPORT**

*Please send this form to* *ssve@pml.ac.uk**. The closing date for applications is* ***6th November 2023.***

1. **Applicant information:**

Name

Position

Affiliation (institution)

Postal address

Country

E-mail

Short biography (200-300 words):

**2. Meeting/conference information:**

Title: POGO-25

Dates: 23-25 January 2024

Location: Ensenada, Mexico

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

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

Presentation/poster title (if applicable):

How do you hope to benefit from attending the POGO Meeting (~150 words)?

**4. Financial and logistical information:**

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

Would you be able to attend the meeting with only partial support from POGO?

Would you require a visa for Mexico?

Would you require a visa to travel via the USA?

Would you be able to book the flight yourself and claim for reimbursement later?

Flight details and cost estimate

***Please attach a flight quotation*** *(on-line or from a travel agent) and report the cost estimate in the table below.*

|  |  |
| --- | --- |
| **Item** | **Details** |
| Departure airport |  |
| Arrival airport (Tijuana or San Diego) |  |
| Outbound travel date |  |
| Return travel date |  |
| Flight cost (GBP) |  |

**Important Note:** POGO does not provide per diems. Expenses can only be reimbursed based on actual costs, supported by receipts. Flights should be booked by the participant (only after approval by the Secretariat) then reimbursed by POGO, where possible. Only Economy Class fares will be reimbursed. Hotel accommodation would be booked and paid for directly by the Secretariat.

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