

## Guidelines on Cost of Attendance for Karl Lo Awardees

Details	
<p>A maximum of 1500USD funding could be provided to either:</p> <ol style="list-style-type: none"> <li>1. One round-trip economy-class ticket for the most direct and shortest-duration flight available from the awardee's home city to the Annual Meeting location, or</li> <li>2. The accommodation fee of the hotel and room type arranged by the host institution. The eligible reimbursement period covers from one day before the program start date to one day after the program end date.</li> </ol> <p>What's not covered:</p> <ul style="list-style-type: none"> <li>• Flight tickets: seat selection fees, upgrades, extra baggage, lounge access, change/cancellation fees (except PRRLA-approved), travel insurance, in-flight Wi-Fi, meals, ground transport, visa fees*.</li> <li>• Accommodation: room upgrades, extended stays beyond the eligible dates, incidental charges (e.g., minibar, room service), costs for accompanying persons, locality as the participant's residence, booking fees from third-party platforms, travel insurance, cancellation fees, and any charges related to damages or deposits.</li> </ul>	
Procedures	
Accommodation	Flight Ticket
<ol style="list-style-type: none"> <li>1. Fill in the <a href="#">application form online</a> to notify PRRLA Secretariat that they would like us to fund their travel at least 8 weeks prior to the Annual Meeting.</li> <li>2. Fill in <b>Library Lead Disclaimer Form</b> to indicate no double funding on the flight ticket.</li> <li>3. Confirm with the PRRLA Secretariat, and the applicant can proceed to reserve the accommodation.</li> <li>4. Applicant's own institution will first pay the bill and will reimburse from PRRLA upon receiving the invoice.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fill in the <a href="#">application form online</a> to notify PRRLA Secretariat that they would like us to fund their travel at least 8 weeks prior to the Annual Meeting.</li> <li>2. Quotations from 2 different airlines are required.</li> <li>3. Justification for the reason for a particular airline.</li> <li>4. Fill in <b>Library Lead Disclaimer Form</b> to indicate no double funding on the flight ticket.</li> <li>5. Confirm with the PRRLA Secretariat, and the applicant can proceed to buy the flight ticket.</li> <li>6. Applicant's own institution will first pay the bill and will reimburse from PRRLA upon receiving the invoice.</li> </ol>

Remarks
<ul style="list-style-type: none"><li>• Funding is non-transferable and applies only to the awardee's own travel for the official meeting dates.</li><li>• The awardee must submit the <b>Library Lead Disclaimer</b> confirming no overlapping (double) funding.</li><li>• If the maximum funding does not fully cover the fee, supplementary support or grants from the applicant's employing institution are acceptable.</li><li>• Awardee remains responsible for any amounts above caps and all incidentals.</li></ul> <p>Please note that the PRRLA Secretariat reserves the right to decline funding requests at its sole discretion.</p>