

POSTGRADUATE STUDENT APPLICATION FOR TRAVEL EXPENSES AND ABSENCE FROM THE SCHOOL

Name of student:

Purpose of travel/
Conference Details :

Itinerary:

Contact addresses (including telephone and fax numbers):
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Benefits to the School:
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Itemised travel costs (eg fares, accommodation, conference registration):

Please attach **conference details**, proof of **acceptance of abstract** from conference organiser and quote **from travel agent** (if other than STA Travel) as well as copy of application for **GRS Travel Grant**.

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Requested amount and source of funding:

Departmental Travel Grant: \$.....
(max \$1300 domestic, \$1650 overseas)

Graduate Research and Scholarships Office: \$.....

National Mentoring Staff/Student Support: \$.....

Are you applying for the Early Proposal Submission Bonus? \$.....
If so please attach your letter from the PGC and enter the amount quoted in the letter.

I certify that I am not receiving funding from any other source to cover the expenditure described in this application. I have arranged for any teaching and marking duties to be fully covered in my absence.

*I agree to give my conference presentation as a talk at a **School Colloquium** / **Sandwich Seminar** (please choose one) **before departure** / **as soon as possible after my return** (please circle one).*

Signature of applicant: Date:

Signature of Supervisor: Date:

Signature of Head of School: Date: