

POSTGRADUATE CONFERENCE/TRAVEL FUNDING APPLICATION FORM

Funding support for conferences is decided by the Head of School.

Travel undertaken for research purposes (apart from conferences) costing more than £50 per annum in total also requires approval in advance. All travel must be approved in advance.

You are reminded that travel insurance is provided via the University (no other insurance will be refunded): before travelling log on to the website at www.travel.bham.ac.uk.

This form must be completed and the application approved before booking of any conference, accommodation or travel.

Name:		Student No:											
Conference Title/ Purpose of Visit													
Location/Destination:		Start Date:											
		End Date:											
Costs:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Registration</td> <td style="width: 40%;">£</td> </tr> <tr> <td>Accommodation</td> <td>£</td> </tr> <tr> <td>Travel (flights, trains etc)</td> <td>£</td> </tr> <tr> <td>Subsistence</td> <td>£</td> </tr> <tr> <td>TOTAL</td> <td>£</td> </tr> </table>			Registration	£	Accommodation	£	Travel (flights, trains etc)	£	Subsistence	£	TOTAL	£
Registration	£												
Accommodation	£												
Travel (flights, trains etc)	£												
Subsistence	£												
TOTAL	£												
Is funding available from any other source:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">YES</td> <td style="width: 70%;"></td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES		NO		If yes, how much has been requested/ approved:							
YES													
NO													
Applicant's Signature		Date											
Supervisor's Signature		Date											
Head of School's Signature		Date											