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| --- | --- |
| **Name** |  |
| **Date form completed** |       |
| **Degree** | [ ]  PhD [ ]  MA |
| **Primary Supervisor** |       |
| **Dates of Proposed Trip** |       |
|  |  |
| Was this funding request included in your initial budget? (PhD requests only) | [ ]  Yes [ ]  No [ ]  NA |
| Have you previously requested funding from the Postgraduate committee? If yes, please provide details. (Include purpose of trip, dates, amount requested, and whether request was approved) | [ ]  Yes [ ]  No       |

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| **Purpose of Trip (please be as specific as possible)** |
|       |

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| --- | --- | --- |
| **Costs:** |  | Description of Cost |
| Airfare | $       |       |
| Car Rental  | $       |       |
| Airport Transfers | $       |       |
| Accommodation  | $       |       |
| Travel Insurance (international only) | $       |       |
| Other costs | $       |       |
| **Total Requested** | $       |  |

**Supporting Documentation Required:**

**(please check the boxes to indicate that you have included this information)**

[ ]  Letter of Support from Supervisor

[ ]  Quotations for the above costs

**Notes/Guidelines:**

* Requests should be made at least 2 months in advance of any proposed travel.
* All bookings (airfare, accommodation, etc) should be made through the Programme Administrator (Sandra Burgess).
* GST receipts must be provided to the Programme Administrator (Sandra Burgess) for anycosts that need to be reimbursed.
* International travel insurance is available from the University (click the link from the University’s home page), and *MUST* be used by all staff and students traveling internationally on University related business.
* NO bookings should be made until official email approval is received from the Postgraduate Studies Committee.

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| *Postgraduate Studies Committee Use Only*  |
|  |
| Request Approved: |  | Amount Approved:  |  |
|  |  |  |  |