|  |  |  |
| --- | --- | --- |
| **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 |

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

|  |  |  |
| --- | --- | --- |
| **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: |  |
|  |  |  |  |