



Politics Department

Application for Conference Funding
(PhD, MA (Thesis) students)

Name: _____

Supervisor: _____ Conference dates: _____

Conference name: _____

Location: _____
(City) (Country)

Title of paper: _____
(Please attach evidence of acceptance)

Costs:

Airfare: \$ _____ NZ\$
(Attach quotation from travel agent or online estimate. The University's preferred suppliers are Orbit or Brooker but it is **not** mandatory to use these agents).

Conference registration fee: \$ _____
(Attach evidence of registration fee)

Accommodation: No. of days: _____ \$ _____
(Attach evidence of accommodation costs)

Travel insurance No. of days: _____ \$ _____
(Must be purchased through University - \$4.20 per day)

Other costs: \$ _____
(Please specify e.g. shuttle, local transport, sustenance etc)

Total costs: \$ _____

Applicant's signature: _____ Date: _____

Maximum funding amounts:

- Up to \$2,000 per PhD student presenting a paper at an international conference (once only per student within a three year enrolment period). This can be used to supplement Divisional conference support.
- Up to \$400 per MA/PhD student presenting a paper at the NZPSA conference. MA (thesis) students can apply once (within a 12 month enrolment period). PhD students can apply twice (within a three year enrolment period).

Please **DO NOT** pay for any travel-related expenditure until after you have been advised that your funding has been approved.

Statement of support from supervisor:
(With relevance to thesis topic and student progress)

Office use only

Application for conference funding has been approved / declined

HOD signature: _____ Date: _____

Amount: \$ _____

Account code: _____