

CONFERENCE SUPPORT & TRAVEL APPROVAL FORM

Graduate Research School - Doctoral Higher Degree by Research Student Travel

Student Traveller Details			
Student ID			
Title (<i>ie Dr/Miss/Mr/Ms</i>)		Date of Birth	
Family Name (<i>as in passport</i>)			
Given Name(s) (<i>as in passport</i>)			
Name commonly known as			
School & Faculty			
Course Title			
Date candidacy attained			
Email			
Mobile Phone Number			

Travel Information			
Origin & Destination(s)			
Departure Date		Return Date	
Accommodation Details			
Are you traveling with additional family members	Yes	No	
Comments or additional requests (<i>including special meal requirements</i>)			

Conference Details	
Conference details (<i>Title, organisers/sponsors, dates, venue</i>)	
Reason for application (<i>theme and aims</i>)	
Relevance to research/thesis	
Title of paper/poster/ description of participation	
Related professional visits	

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Estimated Travel Costs					
Expense Type	Estimate of Expenditure				
Airfare*					
Accommodation	Number of Days		Amount Per Day	\$	Total Cost \$
Conference Fees					
Other transport expenses					
Incidental Expenses					
Total	\$				

*PLEASE NOTE: Where flights are paid in part or full using Curtin funds (including Conference Support or Consumables), flights must be booked by a travel facilitator through Curtin's travel management company.

Checklist	Required?
<i>Insurance:</i> Curtin's Travel Insurance Policy	Yes
<i>Insurance:</i> Fitness to travel medical certificate	Yes / No
<i>Conference Support:</i> Copy of conference brochure/advertisement/invitation	Yes
<i>Conference Support:</i> Copy of confirmation or acceptance	Yes
<i>International travel:</i> Copy of passport	Yes
<i>International travel:</i> Visa required? (refer to cibtvisas.com.au)	Yes / No
<i>International travel:</i> Travel risk assessment (for High and Extreme risk countries)	Yes / No
<i>Fieldwork:</i> Fieldwork Risk Assessment and Plan	Yes / No

Support for Conference Attendance:

The University shall provide funding to assist all Doctoral students for at least one visit to a national or international conference during the period of candidature to present a paper or otherwise actively participate (in a discipline specific context) in the conference program. The maximum available level of funding for each student shall be **\$2,500**. The funding should contribute to the cost of the most economical return airfare, agreed per diem costs (based on student style accommodation) and registration fees.

Applications must be approved by the Graduate Research School prior to degree completion. Students receiving funding **are required to provide a written report** on the conference attended that should be submitted to the Head of Enrolling Area, Supervisor and the Graduate research School in an agreed format **within one month** after the conference.

FINANCIAL DETAILS

Reimbursement for funds expended shall be provided via one of the methods listed below.

1. Student Reimbursement via Concur (for funds transfer to an Australian bank account); or
2. Foreign Payments (for funds transfer to an international bank account).

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Student Declaration		
<ul style="list-style-type: none"> I have attached any additional required forms and documentation I have downloaded a copy of the Emergency Assistance information to use in case of a medical or security emergency. If my travel is not covered in full by Curtin's Travel Insurance policy, I will arrange my own insurance and provide a copy of the insurance certificate to my Travel Approver prior to departure. I confirm that the conference support approved by the Graduate Research School will be expended during my attendance at the conference to present a paper/poster, and associated professional visits. I will submit a one page summary on the conference and related visits upon my return. 		
Signature		Date

Approvals (To be completed by the Enrolling Area)		
Is the Enrolling Area providing additional funding?	Yes - \$	No
Cost centre for additional funds		
Supervisor	Name Signature	Date
Student Travel Approver (eg Head of School)	Name Signature	Date
DFAT Country Approval (eg Faculty PVC)	Name Signature	Date

Graduate Research School Staff to Complete	
Approval Date	
Available Funding	\$
Notes	