



Request for HiPEDS CDT Student Travel Funding

1. Details of Student

Student Name Email

Date of 1st Registration (Year)

2. Details of Trip

Conference/Workshop

Name of Conference

Date of Conference

Conference URL

City/Country

Paper Title

Authors

Other Please describe purpose of trip

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3. Previously Funded Trips

It is important that you complete this correctly. Inaccuracies may lead to claims being rejected.

	Date of Claim e.g. 21 Jan 2015	Amount Received¹ Nearest £	Conference
1			
2			
3			
4			
Total funds received (T)			Total Allowance Remaining 3500- T =
Funds received in the last Academic Session (Y)			

4. Estimated Cost of Trip

	Calculations/Notes	UK £
Registration Fee		
Transport costs - provide a breakdown (dates)		
Accommodation (dates)		
Meals		
List other items (if any)		
	TOTAL (E)	

5. Maximum Allowable Claim

The maximum you will be able to claim (normally) is per event: £1250, per year: £2000.

How much are you claiming for?

6. Student Signature

Signed Date

7. Supervisor Approval

Are you paying for the remainder of student's travel cost?

If so, please state the **Maximum** amount you will fund up to Research Account

Supervisor Name Signed Date

8. Approval of CDT Manager

Max Approved Signed Date