

# FACULTY OF ENGINEERING & INFORMATION TECHNOLOGY

## APPLICATION FOR TRAVEL FUNDING



- This form is to be read in conjunction with the Faculty's Travel Funding Policy.
- Prospective travellers are expected to access research funds where available prior to seeking the support of the faculty.
- PhD students are expected to apply to the Vice-Chancellor's Conference fund. Faculty funds are intended to supplement, not replace, VC funding.

**PERSONAL DETAILS:** ☐ Staff ☐ Research Student **First application this year?** ☐ Yes ☐ No

<b>Surname</b>		<b>First Name</b>	
<b>School / Unit</b>		<b>Supervisor</b>	
<b>Email</b>		<b>Phone</b>	

**TRAVEL DETAILS:** ☐ Conference Paper ☐ Journal Paper (attach Journal Details and Paper)

<b>Conference Name and Details for the conference you will attend</b>			
<b>Conference URL</b>			
<b>Dates of Conference</b>	Start ___/___/___ End ___/___/___	<b>Dates of Travel</b>	Start ___/___/___ End ___/___/___
<b>Conference Location</b>	Country: _____ Region: _____ City: _____		
<b>Conference Quality</b>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Other	Indicate the quality of the conference. 'A' conferences are top tier conferences, 'B' are mid-range conferences, and other can be used to indicate all other conferences.	
<b>Comment on Quality and Importance of Publication</b>			
<b>Title of Paper</b>			
<b>Paper / Poster Accepted?</b>	<input type="checkbox"/> Yes. <input type="checkbox"/> No, acceptance is pending. <input type="checkbox"/> Conference email confirmation attached. <input type="checkbox"/> Peer Reviews attached. <input type="checkbox"/> Copy of paper is attached.		
<b>HERDC points</b>	<input type="checkbox"/> Yes, the paper attracts HERDC points (Peer reviews on the full paper have already taken place and paper will be associated with an ISBN). <input type="checkbox"/> No, the paper does not attract HERDC points.		
<b>Justification for Travel Why is this conference appropriate?</b>			
<b>Special Conference Duties</b>	<input type="checkbox"/> Special invitation to conference received. <input type="checkbox"/> Will perform special duties significantly beyond those of presenting a paper. If so, please describe the nature of your invited contributions and attach evidence.		
<b>PEP Arrangements</b>	<input type="checkbox"/> I will be undertaking PEP during the following period: _____		
<b>Supporting Documents Provided</b> (Please specify and attach)			

Please send the completed application and supporting documentation to:  
 FEIT Travel Fund Committee, c/o Gunasmin Lye, FEIT Research & Development Office (CB 02.07.7091).  
 Updated 16 January 2013

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## FUNDING DETAILS:

<b>Other Available Travel Funding</b>	<input type="checkbox"/> I have a research grant <span style="margin-left: 100px;"><input type="checkbox"/> I am a research student</span>	
	I, or my supervisor, am a member of the following Research Strength: _____	
	Travel support is available to its members. Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<input type="checkbox"/> Stage 1 (pre DA) <input type="checkbox"/> Stage 2 (post DA) <input type="checkbox"/> Stage 3 (Final/Writing up)	My supervisor has a grant with budget attributed to travel. Yes <input type="checkbox"/> No <input type="checkbox"/> I have applied to the VC's Conference fund <input type="checkbox"/> and was granted \$ _____

## FUNDING DETAILS:

Funding Requested	Air Fare	Accommodation	Conference Fees	Meals	Local Fares	Car Mileage	Other	Total Expenses
	\$	\$	\$	\$	\$	\$	\$	\$

## APPLICANT SIGNATURE:

## HEAD OF SCHOOL / SUPERVISOR APPROVAL:

<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	
<b>Return paperwork to:</b>	CB _____		

## TRAVEL FUND COMMITTEE APPROVAL:

		Approved	Not Approved	Signature
<b>Travel Committee</b>	Mary-Anne Williams, Chair			
	Igor Hawryszkiewicz			
	Hadi Khabbaz			
	Richard Xu			
	Barry Jay			
	Dikai Liu			
<b>Comments</b>				

Funding Approval	Total Approved	Date Approved	Company	Org Unit	Location	Activity Code
	\$		02	327110	120	0232007

*Note: A copy of this funding approval may be attached to your Travel Application form in place of the equivalent Financial Approval line in section 1.5. If doing so, section 1.5 of your travel form must refer the dean to this approved document.*

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