

# Request for PhD Student Travel Funding/Small Consumables

## 1. Details of Student

Student Name ..... Email .....

Date of 1<sup>st</sup> Registration (Month-Year) .....

Funding (e.g. DTA, Project(name), Supervisor, Self) .....

Fees last paid (Month-Year) .....

## 2. Details of Trip

### Conference/Workshop

Name of Conference .....

Date of Conference .....

Conference URL .....

City/Country .....

Paper Title .....

Authors .....

## 3. Item Description and Justification

.....

## 4. Previous Funded Trips/Items

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

	Date of Claim e.g. 21 Jan 2022	Amount Received <sup>1</sup> Nearest £	Conference/item
1			
2			
3			
4			
<b>Total funds received (T)</b>			<b>Total Allowance Remaining (consumables must not exceed £500 in total)</b> <b>4000 - T =</b>

## 4. Estimated Costs

Trip	Calculations/Notes	UK £
Registration Fee		
Transport costs - provide a breakdown		
Accommodation		
Meals		
List other items (if any)		
Consumable Item	Description	UK £
	1. 2. 3.	
		<b>TOTAL (E)</b>

## 5. Student Signature

Signed .....

Date .....

## 6. Supervisor Approval

Is the supervisor topping up the claim ? .....

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

Supervisor Name ..... Signed ...(email is fine)..... Date .....

## 7. PhD Tutor Approval

Max Approved<sup>2</sup> ..... Signed ..... Date .....

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