



Postgraduate Research Student Conference Travel Award Application Form

1. **Full Name:**

Surname

Given Names

2. **Student Number:**

3. **Faculty of Study:**

4. **Enrolment Type:**

Full-Time

Part-Time

5. Are you eligible for funds from another similar scheme for study travel such as from an employer?

Yes

No

6. Are you a member of academic staff of this or another institution who is eligible for staff travel funds?

Yes

No

7. **Degree Enrolled:**

PhD

EdD

DPsych

MPhil

RMT

MEd

LLM

8. **Date of Commencement:**

9. **Estimated Date of Submission:**

10. **Thesis Title:**

11. **Supervisor/s:**

12. Have you previously received funding from Murdoch University for a conference, seminar or workshop travel connected with your enrolment for this degree?

Yes

No

If yes

Source of funds:

Amount:

Year:

13. **Proposed Itinerary:**

A. *Name of conference/seminar/workshop:*

B. *Location and Dates:*

C. *Give the title and details of the presentation you will be making:*

14. **Funds Requested:**
The most economical, convenient means of travel must be used including student concessions wherever possible.
Note: You must attach a written quotation for fares and proof of registration fee.

Fares:	Registration:
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Per diem: days@ \$150.00 per day (max. 7 days)

TOTAL:

Any support will be subject to written confirmation that your presentation has been accepted.

15. Applicant's Signature	Date:
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TO BE COMPLETED BY THE PRINCIPAL SUPERVISOR

16. Do you recommend funding of this travel? Yes No

17. Please give reasons in support of your recommendation and the relationship of this conference to the student's research programme: **(required for application processing)**

18. Signature of Principal Supervisor	Date:
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After completion by the Principal Supervisor this application should be submitted to the Graduate Centre.

Applications will be held in rounds, with closing dates as follows:

28 February 2009	31 August 2009
30 April 2009	31 October 2009
30 June 2009	

19. **Faculty Postgraduate Coordinator comments:**

20. Signature of Faculty Postgraduate Coordinator:	Date:
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21. Signature of Dean of Graduate Centre:	Amount:
	Date:

Purchasing

All required travel quotations/bookings associated with travel arrangements on University business are to be sourced/made through the University's Approved Travel Supplier. More information on the Approved Travel Supplier can be found at <http://www.campustravel.com.au/>

Travel Register

All University Travellers who are not making travel arrangements through the Approved Travel Supplier due to using local or specialised travel options must complete the University travel register at www.murdoch.edu.au/staff/travelreg/.

Travel Policy

Before submitting your application it would be advisable for you to check the Murdoch Travel Policy at <http://www.finance.murdoch.edu.au/admin/polproc/manual/Travel%20arrangements/1502.pdf>