

REQUEST FOR CONFERENCE FUNDING

Please complete **all** parts of this form, get your supervisor's approval and return it to Julie Sheppard (Computing Science) or Lotti Ekert (Numerical Analysis Group). If your claim is approved the Computing Laboratory will normally pay half of actual substantial costs (e.g. for international conferences) and all of actual small costs (e.g. less than £100 for local or short events). Requests must be submitted **well in advance** of the event for which funding is requested and you will need a statement of support from your supervisor.

You are strongly recommended to apply for funding from other sources in addition to this.

You will be informed when your claim has been approved or not. To claim the money you will need to complete a travel expense form which will need to be returned to the Finance Office. Original receipts will be required for **all** expenditure, not just the amount approved, and must be produced within one week of your return. Failure to provide these will result in money having to be repaid to Computing Laboratory.

NAME _____ SUPERVISOR _____

CONFERENCE OR EVENT TOGETHER WITH URL _____

DATE _____ LOCATION (city and country) _____

REASON FOR ATTENDING : (Please tick box)

Presentation of Paper by: student [] supervisor [] joint []

Paper Title: _____

Will the paper be published, if so where (e.g. Springer LNCS) and when: _____

Poster Display by: student [] supervisor [] joint []

Other (eg. Summer school, tutorial – please give details below): []

Total of expected expenses: £ _____ made up as follows:

Air _____ Hotel _____

Train _____ Food _____

Coach _____ Registration _____

Other _____

FUNDING REQUESTED FROM OTHER SOURCES (PLEASE GIVE DETAILS)

PTO

Supporting case by supervisor (please continue on separate sheet if necessary or email Julie@comlab.ox.ac.uk for Computer Science or lotti.ekert@comlab.ox.ac.uk for Numerical Analysis:

Supervisor's signature: _____

I agree to abide by the above rules and supply full receipts on return from the trip.

Student's signature _____ Date _____

Office Use Only:

How is student funded: _____

Amount received previously: _____

Total sum approved: _____

Director of Graduate Studies signature: _____