# REQUEST FOR CONFERENCE FUNDING

Please complete **all** parts of this form, get your supervisor's approval and return it to Sarah Retz-Jones.

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. **Retrospective applications are unlikely to be approved.**

Please ensure that you have explored all other options before applying for departmental funding and indicate on the application form other sources of funding.  Students who have other sources of travel funding, notably students supported by research project funds, should normally seek support from those sources before applying to the Laboratory.  Similarly students funded by the CDTs should check how much travel grant they have available before applying for departmental funding.  Sometimes supervisors are also able to help fund travel costs.  Colleges are often able to make a contribution to the cost of presenting papers at conferences and conference organisers may have grants available to students.

You will be informed whether 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 itemised 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 the Department of Computer Science

## 1.  Student Details

Name…………………………………………………

Research Group …………………………………………

Supervisor……………………………………………..

College………………………………………………

How are you funded…………………………………………

……………………………………………………………

Date started D.Phil…………………………………………

Are you employed on a Research Grant:  Yes/No

If yes please give details…………………………………….
……………………………………………………………

## 2.  Details of Conference/Event

Title (together with URL)

…………………………………………………………………

……………………………………………………………

Date……………………………………………………….

Location………………………………………………..

Reason for attendance ………………………………….

……………………………………………………………

If presenting a paper will it be published………………

If yes, give bib. details………………………………….

……………………………………………………………

**Please provide an abstract of your paper and also a link to the conference programme showing you will be presenting.**

## 3.  Cost

Registration ……………………………………………….

Travel …………………………………………………..

Subsistence …………………………………………….

Other ………………………………………………..

Total……………………………………………………..

## 4.  Amounts claimed elsewhere – please indicate amount requested and, if known, the amount granted

College……………………………………………………

Funding Sponsor ..............................................................

Supervisor …………………………………………

Other ……………………………………………….

**5. Amount Claimed**

Total sum claimed…………………………………………

Sums previously approved with date:……………………

**Supporting case by supervisor (please continue on separate sheet if necessary or email [sarah.retz-jones@cs.ox.ac.uk](mailto:sarah.retz-jones@cs.ox.ac.uk)**

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**Supervisor's signature:  …………………………………………………………………………………….**

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

**Student's signature ………………………………… Date …………………………………………..**

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DGS Use Only:

Total sum approved: ……………………………………………………………………………………………

Director of Graduate Studies signature: ………………………………………………………………………..

Date …………………………………………