

SCHOOL OF GOVERNMENT

REQUEST FOR SCHOOL FUNDING OF CONFERENCE TRAVEL

NAME: _____

TITLE OF CONFERENCE: _____

CONFERENCE DATES: FROM: _____ TO: _____

TRAVEL DATES: DEPART: _____ RETURN: _____

LOCATION OF CONFERENCE:

 Tasmania Australia (excl. Tas.) Overseas

Specify: _____

FUNDING ELIGIBILITY: may claim funding for a maximum of one national and one Tasmanian conference per year or one overseas conference every 2 years. Only eligible for funding if you are giving a paper and/or chairing a session; are a conference organiser; or conference incorporates a meeting of an executive/editorial board of which you are a member.

CONFERENCE PARTICIPATION:

- Giving a paper and/or chairing a session
- Conference organiser
- Attending a meeting of an executive/editorial board of which I am a member

DETAILED DESCRIPTION OF CONFERENCE INVOLVEMENT, EXPECTED BENEFITS TO INDIVIDUAL/SCHOOL/FACULTY AND ARRANGEMENTS FOR COVERING TEACHING PERIOD (attach evidence of the conference and your participation in it, include fee details, event brochure/flier/poster etc.)
FUNDING REQUESTED FROM SCHOOL

\$

AIRFARES - to be paid for as per official University policy (maximum overseas airfare \$1750; maximum national airfare - cheapest available 21 days in advance)

ACCOMMODATION / MEALS (Maximum 5 nights claimable, maximum of \$120 per night)
OTHER COSTS

Conference registration fee (maximum \$150 or \$300 if conference is within Tasmania; early bird rates only)

Other costs (specify): _____

TOTAL FUNDS REQUESTED

Once the above has been completed, attach evidence of the conference and your participation in it, include fee details, event brochure/flier/poster etc., then sign and forward to the Executive Officer.

APPLICANT

SIGNATURE

DATE

SCHOOL FUNDING APPROVAL

Head of School Comments:

\$ _____ SIGNATURE _____ DATE _____

AMOUNT APPROVED SIGNATURE DATE