



School of
Asian Languages & Studies

Conference Funding Application Form

Name	Title of Paper	Co-author, if any
Name of Conference		Dates and Location of the Conference

Points to note when applying for conference funding:

- You should make sure you have read the School's **Conference Leave Policy**. This states, among other things, that your paper must have been accepted in order for funding to be granted.
- Travel fares to and from the conference and the conference registration fee should be requested in advance by filling out this form. Accommodation may also be claimed in advance. You need to attach documentation outlining these expenses (e.g. quotations from STA) to this form.
- Expenses for meals and incident travel (such as taxi fares) should be claimed on return using the **Conference Leave Expenses Reimbursement Form**. You may also claim accommodation retrospectively, should you prefer this option. These expenses will be covered for the duration of the conference and any direct travel to and from the conference. All expenses must be supported by receipts.
- You should attach to your application a letter or email stating that your paper has been accepted, a conference brochure or programme, and documentation indicating the registration fee (only 'early-bird' or 'member' rates will be funded).
- If you are travelling internationally you should fill out and attach an **International Travel Approval Request Form**.
- When your funding request has been approved, you should also submit a **Leave Application Form** to the School Executive Officer.
- You should also remember to submit a **Conference Leave Report** within two months of returning from the conference, and submit this to the School Executive Officer. You cannot apply for funding for conference travel if you have not yet submitted a report on your last funded conference.

All of the forms mentioned above are available on the School website.

Detailed description of conference involvement, expected benefits to individual/School/Faculty and arrangements for covering teaching period

Funding requested from School in advance (please insert or delete lines as appropriate):

Travel Expenses:- Details		Currency Type	Amount	AUD Dollars
1.				\$
2.				\$
3.				\$
Registration Expenses:- Details		Currency Type	Amount	AUD Dollars
1.				\$
Accommodation Expenses:- Details		Currency Type	Amount	AUD Dollars
1.				\$
2.				\$
3.				\$
TOTAL				\$

Once the details of expenses have been entered electronically, please print the form, attach the relevant documentation as specified in the checklist below, fill in the checklist itself, sign and date the form and forward it to the School's Executive Officer.

Checklist (please tick or cross as appropriate):

- Have you read the School's **Conference Leave Policy** (available on the School website)?
- Has your paper been accepted?
- Have you attached an invitation and/or letter of acceptance?
- Have you attached an abstract of your paper?
- Have you attached a conference brochure, including information about registration costs?
- Have you attached documentation of travel costs?
- Have you attached documentation of accommodation costs (if claiming these in advance)?

- If you have had previous conference funding, have you submitted the relevant report/s?
- If you are travelling internationally, have you filled in and attached the **International Travel Approval Request Form** required by the Dean of the Faculty of Arts?

Signed:

Date:

HEAD OF SCHOOL APPROVAL		
Comments:		
\$		
AMOUNT APPROVED	SIGNATURE	DATE