

**HIGHER DEGREE BY RESEARCH CANDIDATES:
TRAVEL EXPENDITURE STATUTORY DECLARATION**

As a Higher Degree by Research candidate, you are entitled to apply for a grant from the University’s ***Graduate Research Office Conference & Research Travel Scheme***.

Sometimes, the timelines for the scheme application approval and completion of the required travel request procedures (Locomote Travel Request) do not align, so a travel request needs to be submitted and approved prior to the grant approval being received.

In circumstances where the student intends to travel, whether or not the funding grant is actually approved, the below statutory declaration must be completed, acknowledging that personal funds will be used if the Grant application is declined.

|  |  |
| --- | --- |
| **Name:** |  |
| **Student Number:** |  |
| **Travel Period:** |  |
| **Destination:** |  |
| **Reason:** |  |

I …………………………………………….[**insert full name**] hereby agree that if my pending GRO Conference & Research Travel Scheme grant application is declined for the above named journey, I will personally fund the cost of travel and related expenditure. I understand that the Faculty of Education is under no obligation to fund the travel request (Locomote) approved prior to my pending Grant application approval.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name** |  | **Signature** |  | **Date** |