

## 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](mailto:Julie@comlab.ox.ac.uk) for Computer Science or [lotti.ekert@comlab.ox.ac.uk](mailto:lotti.ekert@comlab.ox.ac.uk) for Numerical Analysis:

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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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Office Use Only:

How is student funded: \_\_\_\_\_

Amount received previously: \_\_\_\_\_

Total sum approved: \_\_\_\_\_

Director of Graduate Studies signature: \_\_\_\_\_