

Date of request: .....

Full Name: ..... Student ID (if a student): .....

**SECTION 1 –Travel Approval Form**
Travel Details

Name of the conference/Presentation:

Location and Dates:

Date paper is to be submitted for acceptance:

Authors of paper:

Type of submission: Paper or Poster (please circle)

Who is attending the conference:

Note: When your paper is accepted please fill out ‘GSIT Staff Travel checklist’ form and give to School Administration Officer with all attached documentation.

Paper History: (conference submission only)

How many papers have you had published:

Year	Conferences	Journals

Passport Details

Current Passport held:

Current Visas:

Full Name on Passport:

Will you require an administrative member to order/pay on your behalf?

 Yes  No 

If YES please attach any required documentation

**Proposed Sources of funding:**

- GSIT Operating: GO5001 / 1000000
- Staff Conference Travel: GO5001 / 2907104
- Research Students Conference Travel: GO5001 / 2907105
- Post Graduate Travel Grant:
- Other – eg. Grant – please specify: ..... / .....

**Admin Office Use Only**

Balance of Individual’s Account: .....

Balance of Individual’s Account: .....

Balance of Account: .....

**SECTION 2 - APPROVALS**

Applicant: .....

Research Supervisor: .....

Head of School or nominee: .....

Admin Office Use

 Emailed Student once approved  Date: