

Request for funding related to Research/Conference Leave

Instructions for staff requesting funding & assistance with travel:

- Please ensure that you have submitted your leave request via MyHR prior to completing this form.
- Complete sections 1-9 below and forward this **via email** to your Head of Group/Budget Holder.
- If you require assistance with arranging your travel, please also complete sections 10-15.

Instructions for Head of Group/Budget Holder in receipt of a travel & funding request:

- Check that each field is completed.
- Confirm the request has been submitted via MyHR
- To approve the request, simply confirm via email.
- If assistant with travel bookings are required - forward this email to Paul Dudley with your confirmation and cc the applicant. Paul will liaise directly with the member of staff with regards to booking travel.
- To reject the request, please reply only to the sender stating your reason for the rejection.

1.	Full Name:	
2.	Conference title/research visit details:	
3.	Dates of conference/research visit:	
4.	Funding Source: (Grant/Research Group)	
5.	Head of Group/Grant Holder:	
6.	Budget Code:	
7.	Amount requested for: <ul style="list-style-type: none"> - Travel - Accommodation - Subsistence = Total 	
8.	My request for Leave has been approved via MyHR:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
9.	I have registered this trip via TravelCert for insurance purposes:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<p>If you would like the School to help you with travel arrangements, you must complete the following fields. Please provide as much information as possible, including specific flights, trains and accommodation if you have a preference.</p>		
10.	Preferred date & time of departure:	
11.	Preferred date & time of return:	
12.	Preferred airport/station of origin:	
13.	Destination:	
14.	Accommodation (preferred accommodation + number of nights):	
15.	Passport Number, Expiry Date & Nationality:	