**ICSA TRAVEL REQUEST FORM**

This form is to be used only after you checked with your supervisor whether they have any alternative funds available to cover the requested travel. If your supervisor can indeed cover your travel costs then this form is not required and you should make arrangements directly with the Institutes Admin Office. ICSA funding is reserved for those who do not have access to such funds, or when such funds are insufficient and need to be complemented with ICSA funds to cover all costs.

About using this form and the process: the student completes the sections 1-7 and then sends it to their supervisor who will need to complete section 8. They will then email the completed form to the ICSA Portfolio Manager, who will consult with the ICSA Director as needed. If the travel support request is approved then the Institutes Admin office (institutes-admin@inf.ed.ac.uk) will be in touch with the student and copying in the supervisor to proceed to making travel and expense claim arrangements.

1. **Student details**

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| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email** |  |

1. **Conference details**

|  |  |
| --- | --- |
| **Conference Title** |  |
| **Date** |  |
| **URL** |  |
| **Location** |  |

1. **Paper details**

|  |  |
| --- | --- |
| **Title** |  |
| **Author list (in same order as in the paper)** |  |
| **Abstract** |  |

1. **Publication route**

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| **Please complete this section to provide a clear indication of the publication route of your paper:**  **Is this now guaranteed to appear in published proceedings, whether it is a conference/workshop paper and if you are the first author, how many pages and who will be publishing it? Please note that posters are not eligible for ICSA travel support.** |

1. **Breakdown of Costs**

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| **Please complete this section to provide a detailed breakdown of proposed costs:**   * Fees (include details of ‘early bird’ and special rates available) * Travel (please note that all flights must be booked through the level 1 Admin Team, estimates should be provided) * Accommodation (include details of special rates offered to delegates) * Any other expenses |

1. **External Funding Sources**

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| **Please complete this section to provide details of other external funding sources already considered. This would typically student travel grants from the conference/workshop you are looking to attend. You should state clearly whether such grants are available through the conference, whether you have applied for this and what portion of the overall costs or amount the travel grant would cover (if you are successful). You should also state clearly whether your supervisor has access to any funds which could support this travel.** |

1. **Please list the dates and amounts of any travel funding you have received previously from ICSA during your PhD.**
2. **Supervisor’s Supporting Statement**

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| --- |
| **Please note that your supervisor should complete this section. The statement from the supervisor should clearly indicate the importance for the student to attend the conference from ICSA and School’s perspective. If the paper in question has the student as primary author and will be an integral part of his/her PhD thesis then travel support request is better justified in comparison with a paper that resulted from an industrial internship. This statement should also clearly state if and what portion of total trip costs the supervisor can cover from his/her research grants.** |