**IPAB**

**STUDENT TRAVEL REQUEST**

This form should only be used after you have checked with your supervisor whether they have any alternative funds available to cover the requested travel. IPAB funding is reserved for those who do not have access to such funds. If your supervisor can cover your travel costs then this form is not required and you should make arrangements directly with the Level 1 Admin Office.

**Student details**

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

**Conference details**

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

**Paper details**

|  |  |
| --- | --- |
| **Title** |  |
| **Co-authors** |  |
| **Abstract** |  |

**Publication route**

|  |
| --- |
| **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, is this is a full paper/poster, how many pages and who will be publishing it?** |

**Funding sources**

|  |
| --- |
| **Please complete this section to provide details of other funding sources already considered:**  **You should state clearly whether any travel funding is available through the conference, and whether you have applied for this. You should also state clearly whether your supervisor has access to any funds which could support this travel** |

**Proposed costs**

|  |
| --- |
| **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 |

Once you have completed all sections of the form, you should send to your Institute Director for approval. Once approved this form can be sent to institutes-admin@inf.ed.ac.uk