

IPAB

STUDENT TRAVEL REQUEST

This form is to be used only after you have checked with your supervisor whether s/he has 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 a full paper/poster, how many pages and who will be publishing it?

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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

Please list the dates and amounts of any previous travel funding you have received from IPAB during your PhD.

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

Thanks