

**Swinburne University of Technology**  
**Faculty of Information and Communication Technologies**

## STUDENT TRAVEL FUNDING APPLICATION

This application form should be used for applications to attend conferences, seminars, workshops and training programs.

### SECTION A

<b>Name of Applicant</b>				
<b>Faculty/Centre</b>	Information and Communication Technologies /			
<b>Student Status</b>	Full-time/Part-time	<b>Year of Study</b>		
<b>Travel Dates</b>	<i>Start:</i>	<i>End:</i>	<b>Duration:</b>	<i>(working days)</i>
<b>Purpose of Travel</b>	<i>conference</i> <input type="checkbox"/> <i>collecting data</i> <input type="checkbox"/> <i>scientific collaboration</i> <input type="checkbox"/> <i>other</i> <input type="checkbox"/>			
<b>Location</b>				

### SECTION B *If attending a conference:*

<i>Are you presenting a fully-refereed paper</i> <input type="checkbox"/> <i>poster</i> <input type="checkbox"/> <i>talk</i> <input type="checkbox"/>
Title of Conference:
Conference website:
Title of Paper / Talk:

### Additional information – please attach:

(i) evidence of paper
(ii) evidence of double blind peer review process
(iii) evidence of conference ranking (Tier 1, Tier 2, CORE or ACPHIS) <i>Please state rank</i>

### SECTION C

<b>Checklist for applications:</b>		
<b>DEST criteria for accepted papers</b>	A full paper has been submitted and accepted	YES/NO
	The paper was fully refereed	YES/NO
	It will be formally published i.e. with ISBN number	YES/NO
<b>Attachments</b>	Copy of formal acceptance of paper	YES/NO
	Webpage or URL details	YES/NO

**SECTION D**

Elements of Expenditure	Financial support requested by applicant	Other Funding Source	Financial support approved/recommended by Centre/Group	
			Account Code	Amount
Registration fees				
Airfares <i>(Attach quote from Reho or STA)</i>				
Accommodation				
Local travel				
Incidentals <i>(i.e. meals if not provided, max \$50/day)</i>				
Other anticipated expenses				
<b>TOTAL</b>				
<i>Have you applied for funds from other sources? If yes, give details:</i>				

**SECTION E**

<b>Applicant's signature</b>		Date	
<b>Supervisor's approval</b>		Recommended	YES/NO
<b>Centre Director/ Head of Group's approval</b>		Recommended	YES/NO
<b>Research Administration Coordinator's approval</b>		Up to date Progress Review	YES/NO

**Applications must be completed IN FULL and submitted no less than five (5) working days prior to the deadline for Earlybird Conference Registrations.**

**Submit this application to:**

Ms Mandish Webb  
 Research Administration Coordinator  
 Mail H39