

# Application for Faculty of Engineering International Travel Contribution

# UNSW Administrative Unit Faculty of Engineering

## Who is this form for?

This form is for Faculty of Engineering academic staff travelling overseas to present a paper at a Conference who want to apply for a Faculty contribution towards their travel costs (maximum \$1,500). This form must be completed and submitted before departure.

## 1. General Information

Title:		Phone Extension:	
First Name:		Fax:	
Last Name:		Email:	
Position:		School:	
Departure Date:		Return Date:	
Recreation Leave Balance:		Application for ____ recreation days submitted in conjunction with conference.	
Please indicate how your teaching, assessment and other duties/responsibilities will be managed while you are away:			

## 2. Details of the Conference

Name:	
Location:	Date/s of Conference:
Research Area:	

## 3. Details of the paper

Title (please attach the abstract):	
Author/s:	
Co-author/s (if applicable):	
Are you presenting this paper at the above conference? Yes / No	Is it a refereed paper? Yes / No

## 4. Recent research & grant information

**Publications.** Please list your publications in the last two years.

Publication Title	Author/s	Journal/Book Title	Publication Date

<b>Research Grants.</b> List the research grant(s) that you have applied for and/or obtained in the last two years.				
Application Date	Funding Body	Research Topic	Amount Requested	Application Result (if successful, indicate amount granted and date)

**5. Total Cost**

Please indicate the total cost of travel (airfares, accommodation, per diem, etc): \$ \_\_\_\_\_

Please indicate the School's Contribution to the total cost: \$ \_\_\_\_\_

**6. School Account for Reimbursement**

Journal Date:	Journal Number:
Debit Account:	Credit Account:

Please note that initially total travel will be charged to the School Account and your School will receive the approved funding. If a School Account is not nominated at the time of submission, there will be no transfer of funds.

**7. Supplementary Publication Award of \$500**

If this application is approved and you submit a journal paper related to the research presented at the conference listed above, you are eligible for an additional \$500. Please email details of your journal paper and the School Account for transfer of the \$500 to [bronwynward@unsw.edu.au](mailto:bronwynward@unsw.edu.au).

**8. Approval**

<b>Signature of person travelling:</b> _____	
Date:     /     /	
<b>Approved by Head of School</b>	
Print Name: _____	Signature: _____
Date:     /     /	
<b>Approved by Associate Dean (Research)</b>	
Signature: _____	Date:     /     /
Professor Laura Poole-Warren	
Comments:	

**PRIOR TO APPROVAL BY ASSOCIATE DEAN RESEARCH - Please forward completed forms to:**  
**Faculty of Engineering, Administrative Officer (Travel),**  
**Bronwyn Ward**  
**Building K17, Room 604**