



QUEENS' COLLEGE TRAVEL GRANT APPLICATION

(Please refer to notes overleaf before completing)

FULL NAME: _____

EMAIL ADDRESS: _____ MOBILE PHONE NO: _____

TUTOR: _____

U/GRAD () GRAD () YEAR OF COURSE ()

CAMBRIDGE COURSE: _____

HAVE YOU APPLIED FOR A TRAVEL GRANT FROM QUEENS' BEFORE? YES / NO

(If your application was successful, how much were you awarded and when was the award made)

PROPOSED TRAVEL PROJECT OR EXPEDITION: *Attach justification and budgetary details. (Please see Note 9)*

Amount Requested: £ _____ (maximum £300/£350)

A supporting statement from my Dept. Head/Supervisor/DoS (*name* _____) is attached () *(Please note this application will not be considered without a supporting statement)*

Date:

Signature:

TUTOR'S COMMENTS:

Amount recommended: £ _____

Date:

Signature:

(Tutor: once signed, please return form to the Tutorial Office for processing)

NOTES:

- (1) To be eligible for a travel grant, you must be enrolled as a current student now and at the time of the proposed travel.
- (2) All applications must be discussed with your tutor prior to submission. The form should be accompanied by a statement of justification, how it will benefit your academic development, details of your proposed travel and an itemised budget.
- (3) Applications (postgraduate and undergraduate) must be endorsed by someone responsible for your academic work (Department Head, PhD Supervisor, DoS). This may be a supporting letter or email.
- (4) Travel grants are normally awarded as part-funding for your proposed application. You will need to demonstrate that you have applied elsewhere for a significant proportion of the funding that you require and that your 'funding package' will be viable.
- (5) Please note that travel grants are not applicable for research expenses.
- (6) The application process is competitive but as an indication, the maximum reimbursable amount will be £300 to £350. (This may be reduced if a particularly large number of applications are received).
- (7) Only one application may normally be made in each academic year and in the event of applications exceeding available funding, priority will normally be given to those students who have not received funding previously.
- (8) There are four travel gate deadlines each academic year, these being the first Friday after the start of each full term, and the last Friday before the end of Easter Term.

Completed forms must be sent to your Tutor for signature at least one week before the deadline dates.

You will be notified by email on the outcome of your application.

- (9) Receipts, totalling the full amount of the travel grant (excluding subsistence), must be turned in to the Tutorial Office within 30 days of your return to College.

Tutorial Office Use Only

Amount Awarded: £_____

Cash / Cheque / Credit College Account

Payee if different from student:

Fund:

Senior Tutor Approval:

Remarks:

Date: