

# CHECKLIST FOR EXPENSES APPLICATIONS: TRAVEL, CONFERENCES, SUBSISTENCE, ETC

## Research students

Fill out and seek authorization for Part I of the form before spending any money or making any commitments and with plenty of notice. If Part I is not completed or signed then you have no guarantee of reimbursement.

This checklist should be returned to the Graduate Education Manager with the expenses form Part I.

Student name and CRSID

Supervisor

Nature of business

We expect research students to seek funding for expenses from other sources before applying to the department's travel funds.

1. Please indicate if you are funded by an EPSRC Doctoral Training Studentship YES / NO

2. Please indicate that you have applied for funding from other sources (tick all that apply):

College  Supervisor  Cambridge Trust  School of Technology Fieldwork funds

Cambridge Philosophical Society  Conference  Other

Amount ..... Applied for / Awarded (Please attach all correspondence)

3. a) Students need to have the support of the supervisor to attend **workshops and conferences**.

Letter of support attached

b) If you will be undertaking a **research placement which will not** provide reimbursement for expenses, you may require assistance from the department. Students need to have support of the supervisor to take up a **work placement or research placement ('internship')**.

Letter of support attached

Application for Leave to Work Away from Cambridge via CamSIS Completed:   
(Not required for conferences and short workshops.)

If a placement is to be taken outside the UK, please complete a Risk Assessment and give to Grad Ed.  
**YES / Will arrange / NA**

c) Please indicate if you have applied for Travel Insurance **YES / Will arrange / NA**  
<http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>

Note: applications for Travel Insurance will need you to complete a risk assessment **YES / Will arrange**

### Notes:

If you use your own vehicle to travel to a conference or workshop, you must arrange appropriate **business car insurance**.

If you will be travelling with another Computer Laboratory research student, it is frequently cheaper to share accommodation costs.

Received..... Expenses Part I  Amount awarded..... DTA ..... Other .....

Authorized (Graduate Education Manager) ..... Date .....