

KING'S COLLEGE, CAMBRIDGE, CB2 1ST

GRADUATE TRAVEL GRANT APPLICATION

Name: _____

E-mail: _____

Degree Subject: _____

Box No: _____

Supervisor: _____

Year of Study: _____

Brief description of your research: _____

Have you received money from College Funds in the past? _____

If so, how much and when? _____

Have you applied for support from your department, faculty or funding body? _____

Proposed Travel: These grants are intended to support travel **abroad** for research and educational purposes. You should explain the destination and relevance of the travel to your studies, or its educational purpose. Use an additional sheet of paper if necessary.

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Dates of travel: _____

Approximate Costs:

Travel	£	_____
Accommodation	£	_____
Food	£	_____
Other (please specify)	£	_____
Total	£	_____
Amount of Grant applied for:	£	_____
Other sources of funding:	£	_____

I wish to apply for a travel grant to use as specified above. I understand that if I do not undertake the travel as described, then any grant received will be immediately repayable.

Signature of Applicant: Date

Sum awarded: £

Signed:

Dr Tim Flack - Financial Tutor

Please take the completed form to your Supervisor and ask him/her to write the reference on the Supervisor's form (below). Please ensure the College has your bank details by completing the BACS form (below). All forms must be returned to Maria Bossley, the Financial Tutor's Secretary, in F1, Tutorial Office, King's College.

- Please note that if awarded, the grant will be paid directly into your bank account, normally within two weeks of the Financial Tutor authorising the application.
- Your application must be authorised before expenses are incurred, and all receipts must be enclosed with the itemised Receipt Form (below), and returned to Maria Bossley, the Financial Tutor's Secretary in F1, Tutorial Office.

To the Supervisor: Letter of Support for application for a Graduate Travel Grant

King's College is able to offer travel grants to its students in support of their academic work. Grants may be used, for example, to enable a student to attend a conference abroad or collaborate with others. Where work abroad is essential for the completion of a degree, the College expects the Department/Faculty requiring the travel to fund it.

It would help the College in distributing these grants fairly and effectively for you to briefly give your comments below on the application and its relevance to the academic work.

Thank you for your help. Please return the completed form to my secretary Maria Bossley in the Tutorial Office, F1, King's College.

Dr Tim Flack
Financial Tutor

NAME (Please print):

Signature:**Date:**

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BACS Payment Details Form

Please print your details clearly.

Name of Account Holder

Sort Code

Account Number

Bank Name & Branch

E-mail

Optional Notes Etc

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ITEMISED RECEIPT FORM

Please enclose (not stapled) itemised receipts with this form and return to Maria Bossley, the Financial Tutor's Secretary in F1, Tutorial office.

Name (print)..... Dates of Travel.....

Amount awarded by the College: £.....

Number of receipt	Date on receipt	Description of receipt	Amount (£)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL			£

Signature.....

Date