



## Postgraduate Supervisor Travel Approval Form

This form is to be completed by the Postgraduate Student and signed by the student and the principal supervisor, before any travel bookings or claims are processed by the School Administrators.

Please submit in person 12 weeks prior to the expected departure date.

**IMPORTANT:** If you are applying for a UofA School of Mathematical Sciences Research Travel Award, please submit to the the School office at least **15 weeks prior** to the expected date of departure.

Student Details			
Name of Student			
Name of Principal Supervisor			
Reason for Travel			
Conference /Activity Details			
Name of Event			
Location of Event			
Event Start Date		Event End Date	
Travel Details			
Dates of Travel	Date of Departure:	Date of Return:	
Days of Business Travel:	Days of Private Travel:		
Student's Signature			
Sign and Date			
Approval (Principal Supervisor)			
Sign and Date			

<i>Please only complete this section if you are applying for a UofA School of Mathematical Sciences Research Travel Award</i>	
Have you completed your Major Review of Progress	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you regularly attend the School Colloquia?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you regularly attend your Research Group's Seminar Series	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be presenting a talk at this conference?	Yes <input type="checkbox"/> No <input type="checkbox"/> TBC <input type="checkbox"/>
Have you/will you be submitting a paper for this conference?	Yes <input type="checkbox"/> No <input type="checkbox"/> TBC <input type="checkbox"/>
Have you applied for funding through other sources?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you attached your 'Purpose of Travel' statement to support your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Office Use Only</b>	Form received by School Office:	By:
Are funds available for this student? Yes <input type="checkbox"/> No <input type="checkbox"/> Date Checked:		By:
Approval (Director of Research)		
Sign and Date		
Date Student advised to complete the 'Notification to Travel' and 'Traveller Profile' forms:		By:



## Purpose of Travel Statement

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This document is to be completed by the Postgraduate student and attached to a 'Postgraduate Supervisor Travel Approval Form when applying for a UofA School of Mathematical Sciences Research Travel Award.

Application Details	
Name of Student	
Name of Principal Supervisor	
Name of Event	

## Purpose of Travel Statement

Please provide an explanation as to how attendance at this conference will benefit your research, The School of Mathematical Sciences and the University of Adelaide.