|  |  |
| --- | --- |
| **Permission to travel and funding application form**  Complete Part A of this form and obtain authorization from the Student Office before spending any money or making any commitments and with plenty of notice. If this is not completed or signed then you have no guarantee of reimbursement. Your travel insurance may also be invalidated. You do not need to provide exact costs but an estimate as early as possible would be helpful.  **You must complete this form even if you do not require funding from the Department.**  If you would like help booking your travel and accommodation, please contact the student office [post-graduate.admin@ast.cam.ac.uk] as early as possible. We have access to the travel management company ‘Key Travel’ and benefits of this include a 24-hour helpline, access to academic fares often with additional flexibility, and we can pay with a purchase order so that you do not need to be out of pocket. | |
| **Part A** |  | |
| **Student Name** |  | |
| **Supervisor** |  | |
| **Dates of Travel/Conference** |  | |
| **Event details (name, location)** |  | |
| **Statement of Support from Supervisor [you may include a pdf attachment].** |  | |

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| --- | --- | --- |
| **Item** | **Details** | **Cost (estimate)** |
| Conference Fees |  |  |
| Flights |  |  |
| Other travel (including transfers to airport) |  |  |
| Accommodation (not AirBnB) |  |  |
| Subsistence |  |  |
| Other (eg visa) |  |  |
| Total |  |  |

1. Please indicate if you have applied for funding from other sources (and state which). **Yes/No**

…………………………………………………………..………………………………………………………………………………..

1. I have read the information on [Safeguarding Work Away | (cam.ac.uk)](https://www.safeguarding.admin.cam.ac.uk/) **Yes/No**
2. Application for [Leave to Work Away from Cambridge](https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/work-away) via CamSIS completed (not required for short workshops and conferences under 2 weeks). **Yes/No**
3. If meeting is outside the UK, complete a [Risk Assessment](https://www.safeguarding.admin.cam.ac.uk/files/hsd089m_apx3a_students.docx) and send to post-graduate.admin@ast.cam.ac.uk **Yes/Will arrange/NA**
4. If meeting is outside the UK, you must apply for [University Travel Insurance](https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance) and send a copy of your cover note to [post-graduate.admin@ast.cam.ac.uk](mailto:post-graduate.admin@ast.cam.ac.uk) **Yes/Will arrange/NA**
5. Please read[expenses\_quick\_guide\_infographic.pdf (cam.ac.uk)](https://www.finance.admin.cam.ac.uk/files/expenses_quick_guide_infographic.pdf) and note that ‘Unregulated’ accommodation such as Airbnb should be risk assessed and only considered when no alternative exists.

Signed by student …………………………………………………………..………………..

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Part B - To be completed by Postgraduate Admin:

*Trip* *Authorised – Yes/No*

*Amount Awarded (up to) ……………….........*

*Charge to: LGAG/\_ \_* *\_ OR LGBZ.GBAA OR* *OTHER \_ \_ \_ \_ \_ \_ \_ \_ \_*

*If booking a student travel or accommodation with Key* *Travel please remember to record the cost on the relevant Excel Spreadsheet (I:\Graduate\_Students\Student Travel & Conferences)*

|  |  |
| --- | --- |
| Signed by |  |
| Print Name |  |
| Date signed |  |

Please keep receipts for anything that you will need to make a claim for, you can do this by completing the relevant expenses claim form which can be found [here](https://www.finance.admin.cam.ac.uk/expense-forms). Once complete please submit to **post-graduate.admin@ast.cam.ac.uk** for authorisation and coding, we will then pass it to accounts for processing.