

# Travel Grant Request Form

## Applicant Information

Full Name

Department/Organization

Email Address

Phone Number

## Travel Details

Purpose of Travel

Destination

Travel Dates

e.g. June 10, 2024 - June 15, 2024

## Funding Request

Amount Requested

Expense Breakdown

E.g. Airfare, accommodation, registration, etc.

Other Sources of Funding (if any)

## Supervisor/Endorsement

Supervisor's Name

Supervisor's Email

### **Important Notes**

- Ensure all sections of the form are completed accurately before submission.
- Attach all supporting documents, such as invitation letters or conference details.
- Incomplete forms may delay the review and approval process.
- Check eligibility criteria and submission deadlines specific to the travel grant.
- Retain a copy of this form and acknowledgements for your records.