

Travel Grant Request Form

Applicant Information

Full Name

Department/Organization

Email Address

Phone Number

Travel Details

Purpose of Travel

Destination

Travel Dates

Funding Request

Amount Requested

Expense Breakdown

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.