



Office Use Award YES NO

Total Award £ Date

Initials

Financial Support Office

Postgraduate Travel Fund Application

Please read the Guidance Notes on the back page before completing this application form.

Supporting documentation checklist for applicants

- 1 Supporting statement from supervisor
Included in Section 5 To be emailed to the Financial Support Office
- 2 Invitation/notification to present a paper at the conference
- 3 Conference registration fee
- 4 Travel costs
- 5 Accommodation costs
- 6 Insurance cover by LSE Health and Safety Team (if travelling outside the UK)

1. Personal details

Student ID number

Mr / Ms / Mrs / Miss / Other

First Names

Family Name

Address for correspondence (if providing an internal LSE address, please give the room number)

Postcode

Email address

Telephone number

Department

Name of Supervisor

Year of study 1st 2nd 3rd Other

Have you received an award from the Postgraduate Travel Fund this session? Yes No

If YES, how much was the award?

£

Students will not normally be awarded more than £1,000 in total per academic session.

2. Academic details

Please give the title and a brief description of your research work. Please also include the title of the paper you have been invited to present

3. Conference details

Conference title

Conference organisers

Dates of conference

Location of conference

I have been invited to present a paper at the conference YES NO

Please attach a copy of the letter or notice informing you of the conference details and inviting you to give a paper. Email notification is acceptable. You must be presenting a paper to be eligible for an award.

4. Conference costs

Please give details of your expenditure under the following headings. Please note that any award made will only be a contribution towards your costs. **You must provide documentary evidence in relation to your accommodation, travel costs (eg, an e-ticket), the conference registration fee and confirm that you have obtained a cover note for the School's Travel Insurance Policy.**

• Travel	£ <input type="text"/>
• Accommodation for <input type="checkbox"/> nights	£ <input type="text"/>
• Meals (<i>if not included in accommodation</i>)	£ <input type="text"/>
• Conference registration fee	£ <input type="text"/>
• other (<i>please specify below</i>) <input type="text"/>	£ <input type="text"/>
Total	£ <input type="text"/>

Please provide details of any other attempts you have made to finance your trip (eg, accessing delegate discounts or obtaining assistance from other sources including your academic department).

5. Supervisor's reference

Please ask your supervisor to indicate below his/her support for your attendance at the conference and the benefits to your research work. If your supervisor is not available to complete this section, they can email the reference directly to the Financial Support Office at financial-support@lse.ac.uk. Your application will be kept pending until the reference is received; it is your responsibility to ensure we receive it. The Financial Support Office will not contact supervisors on behalf of applicants. Supervisors: your supporting statement should be between 200-300 words.

Supervisor's signature

Date

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I confirm that I have have read the notes about the Postgraduate Travel Fund and that the information given in this form is correct. I undertake to inform the Financial Support Office of any changes to my circumstances without delay. If, for any reason, I am unable to attend the conference, I agree to refund any award I may have received from the Postgraduate Travel Fund without delay. I confirm that i have informed the finance division of this trip and have obtained a cover note for the School's Travel Insurance Policy. I understand that false information will invalidate this application.

Signature

Date

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Postgraduate Travel Fund

Guidance Notes

- 1 The Postgraduate Travel Fund is open to PhD students attending conferences related to their research degrees, who have been invited to give a paper at the conference. Other students are not eligible to apply.
- 2 You must be a fully registered student of the School to apply for financial assistance. Students who have submitted their thesis are no longer eligible for financial support from the School, even if they are still awaiting their viva.
- 3 Applications must be completed clearly and in full. Incomplete applications will not be considered.
- 4 Completed applications should be submitted to the Financial Support Office at least two weeks before the departure date for the conference. Retrospective applications will not be considered.
- 5 Should an award be approved, it is unlikely to cover the full costs of attending the conference. Applicants are therefore encouraged to explore all other sources of funding. Some academic departments have funds available to assist students with conference costs. It may be a pre-requisite that recipients of these funds have also applied to the Postgraduate Travel Fund for assistance.
- 6 You must provide a copy of the letter or notice inviting you to give a paper at the conference. Email notification is acceptable. This should confirm the location and dates of the conference.
- 7 In Section 4, you must provide documentary evidence to support the following elements of your proposed expenditure:
 - a. travel (eg, an air/train ticket, receipt, e-ticket or itinerary);
 - b. accommodation;
 - c. the conference registration fee.
- 8 Travel insurance is considered mandatory for all trips outside the UK. You must confirm that you have obtained confirmation of the School cover for your trip.
- 9 You must provide a supporting statement from your supervisor. This can be submitted with the application form in Section 5 or emailed directly to the Financial Support Office at **financial-support@lse.ac.uk**. We recommend that applicants follow up with the Office to confirm the supporting statement has been received, since applications will be kept pending without the statement. The supporting statement should be in the region of 200-300 words. Your supervisor will be informed if an award is made.
- 10 Please email your completed application form along with your supporting documents to the Financial Support Office at **financial-support@lse.ac.uk**
- 11 Applicants will normally hear the outcome of their application within ten working days.
- 12 Your application will not be stored on your student file.
- 13 In the event of the conference being cancelled, or you being unable to travel for any reason, you must advise the FSO.