|  |  |  |
| --- | --- | --- |
| A logo with text and symbols  Description automatically generated |  | **Reimbursement Form for Graduate Student Conference Funding** |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Name of Student | |  |
| Student ID | |  |
| Mode of Study | | |  |  | | --- | --- | | Full Time | Part Time | |
| Registration Date | |  |
| Degree of Study | | |  |  | | --- | --- | | PhD | Masters | |
| Faculty/School | |  |
| Programme | |  |
| Please give the title / provisional title of your thesis | |  |
| Name of Principal Supervisor: | |  |
| **Conference Details** |  | |
| Name of Conference |  | |
| Venue |  | |
| Host Country |  | |
| Dates | |  |  | | --- | --- | | From: | To: | | |
| Name of Organiser |  | |
| Paper(s) Presented  (Please list.) |  | |

**Expenses Details**

|  |  |
| --- | --- |
| Registration Fee(s) |  |
| Subsistence Allowance  (Includes Accommodation, Airport Transfer, Daily Transport) |  |
| Airfare(s) (Apex or Cheapest Airfare) | |  |  | | --- | --- | | From: | To: | |
| Total Expenses: |  |
| Student Signature: |  |
| Date: |  |

**Student Bank Account Details**

|  |  |
| --- | --- |
| Bank |  |
| Account Number |  |

**Note:**

1. This Form 9A1 must be duly **completed** and submitted to the Finance Office **after attending** the event, along with the following:

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Checklist** |
| 1 | A copy of the approval letter/reference from the Registrar Office to attend the conference. |  |
| 2 | A copy of the payment receipt from the event organizer. |  |
| 3 | A copy of the transaction receipt/slip from the credit-card statement or bank transfer. The applicant's name must match the payer's name. |  |
| 4 | A copy of the **full** paper presented for publication. |  |
| 5 | A copy of the PowerPoint slides used in the presentation. |  |
| 6 | A copy of the certificate of participation in the event. |  |
| 7 | Copies of the flight ticket, including both the outgoing and incoming boarding passes. |  |
| 8 | A copy of receipt for the purchase of flight ticket. |  |
| 9 | Report duty form. |  |