|  |  |  |
| --- | --- | --- |
| 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. |[ ]