**Department of Veterinary Medicine Conference Fund**

We have a modest budget available to help with travel, accommodation, registration fees and poster printing for students **presenting at conferences**. We expect to be able to award funds for a limited number of requests in the region of up to £500 per application and no more than one award per student in any academic year. Students are expected to have requested funds from other sources. For any posters printed, the department will expect these to be presented at the next available research afternoon.

|  |  |
| --- | --- |
| Student Name: |  |
| Supervisor Name: |  |
| College: |  |
| Conference dates: |  |
| Conference location: |  |
| Weblink to conference: |  |
| Confirm you understand you will need to have an approved Risk Assessment in place: |  |
| Nature of presentation: talk/poster: |  |
| Funding you have requested/secured from other sources: include who you have asked, how much has been secured and if any responses are outstanding:  |  |
| **Funds required in addition to funding you have secured from other sources:**Please explain if and how you have estimated these costs  |
| **Expense type** (e.g. travel, accommodation, registration fees, poster printing) | **Cost £** |
|  |  |
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|  |  |
|  |  |
| **Total required:**  |  |
| **Signature of Student:**   | **Date:** |
| **Signature of Supervisor:**   | **Date:** |

*Electronic signatures are acceptable*

Please attach a copy of the confirmation that you will be presenting at the conference and evidence that alternative sources of funding have been sought. Send completed application form to fr288@cam.ac.uk by the relevant deadline. Your application will be considered at the next meeting of the Postgraduate Education Committee.

If successful most costs can be paid for directly from the department – please speak to Fiona Roby. Where this is not possible, applicants can receive an advance for the agreed amount or can claim expenses on return. In these cases all expense must be receipted and any unspent or unreceipted funds must be returned.