



RESEARCH CANDIDATE TRAVEL SUPPORT APPLICATION FORM

SECTION 1 – APPLICATION GUIDE

1. **Funding** is available to assist research candidates with travel costs associated with research- related activities that will enhance their thesis. Research-related activities may include the following:
 - presenting at a conference
 - travel for the purpose of study intensive at one of the Batchelor Institute campuses
 - Workshops or training
2. **Approval** of travel support must be secured before any travel or expenditure is incurred.
3. **Eligibility**

To be eligible to apply for, and receive, HDR Travel Support, a candidate must:

- be currently enrolled in a Batchelor Institute Higher Degrees by Research (HDR) program;
- have completed the Qualifying/Confirmation Milestone and any subsequent Progress Reports.
- not be currently considered “under review” for unsatisfactory progress; and
- not submitted for examination.

The travel support application should be submitted via email with the subject heading: Travel Support Request followed by your name and sent to GraduateSchool@batchelor.edu.au

4. Conference travel

- Batchelor Institute may support attendance at up to 4 conferences over the course of a PhD, and 2 for a Masters, though additional support may be considered by exception.
- International conference attendance may be considered pending confirmation of relevance to the candidate’s HDR and funding availability.
- Conference travel will only be supported where:
 - the candidate has had an abstract accepted and is presenting
 - the conference relates (broadly) to the candidate’s topic of research

5. Other travel (e.g. Campus Intensive)

- The travel request should clearly state the purpose of travel and should align with their Candidate Research Plan (CRP).
- Travel will not be approved:
 - Over public holidays (Christmas/New Year break, Easter).
 - Without sufficient notice. A minimum of 3 weeks’ notice is required for national travel and a minimum of 6 weeks for international travel.

SECTION 2 – CANDIDATE’S DETAILS

Name:

Date:

Email:

Student Number



1. Have you previously received Batchelor Institute Travel Support?

☐ Yes ☐ No

If yes, provide details

2. Do you have any other funding for travel support?

☐ Yes ☐ No

If yes provide details

3. Please briefly describe the reason for travel and its relevance to your candidature.

a) Please attach your updated Candidate Research Plan identifying this travel in personal milestones and listing any other travel undertaken or intended.

b) If you are attending a conference, you are required to attach to this application evidence of your paper or poster being accepted as part of the program.

- Evidence attached ☐ Yes ☐ No

SECTION 3 – TRAVEL DETAILS

Conference or travel details

Conference/Travel Name	
Location	
Dates /	
Website	
Registration Cost \$	

Flight/travel details

Departing		Arrival		Estimated Cost \$
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		

Accommodation details

	Estimated Cost \$
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Location		
Duration / Dates		
Location		
Duration / Dates		
Location		
Duration / Dates		
Location		
Duration / Dates		

Other Expenses:

Description: <i>A detailed breakdown of all other expenses, including fees, charges, taxi fares.</i>	Estimated Cost \$
<i>Total Travel support being requested</i>	

Please select preferred option: 1. Batchelor Institute to arrange and pay for your travel bookings? 2. You arrange and pay for your travel and seek reimbursement? You will need to provide receipts/invoices and a completed petty cash reimbursement form after travel.		
Candidate declaration; I, <i>confirm that the information I have provided is true and accurate, I have not received funds for this purpose from other sources other than as disclosed above, and the funds will be used for the purpose provided.</i>		
Signature		
Date		
Has your primary supervisor endorsed this?		☐ Yes ☐ No
Primary Supervisor		
Name		
Signature		
Date		



Candidate	
Signature	
Date	

SECTION 4 – AUTHORISATION DETAILS – OFFICE USE ONLY

APPROVED BY	
Delegate Name:	
Cost Centre:	
Signature & Date:	
Movement Requisition Number (TRIPS) if applicable	

For International Travel Only

SUPPORTED / NOT SUPPORTED	ENDORSED / NOT ENDORSED	APPROVED / NOT APPROVED
Dean HERD – FTER	Finance Officer	Deputy Chief Executive Officer