



THE UNIVERSITY OF AUCKLAND
DEPARTMENT OF COMPUTER SCIENCE
FACULTY OF SCIENCE

CSGST: REQUEST FOR APPROVAL FOR
50% CONFERENCE FUNDING

*Please read the notes about airline bookings on page 2 **before** you plan your trip!*

Student Name:

Student email address
(upi@ec.auckland.ac.nz):

Degree Program (MSc or PhD):

Supervisor Name:

Supervisor Email address:

Emergency Contact Details:

Duties you are Involved in:

(List any courses you tutor, mark or demonstrate. How will they be covered in your absence?)

Itinerary:

Funding applied for:

Sources of funding (e.g. GRF, ISAT, Supervisor's grants, etc.)	Amount
<input type="text"/>	<input type="text"/>

Amount approved from CSGST:

This form is to be forwarded to the CSGST coordinator (Georgy Gimel'farb) for approval.

SIGNED:

APPROVED:

DATE: _____

DATE: _____

HOD: _____

DATE: _____

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Paper and Conference details

Paper Title

Paper Authors

Conference Name

Conference Date

Conference URL

Peer Reviewed?

Acceptance Rate (if known)

Please also attach a copy of your acceptance note (email or scanned paper)

The award can cover half of your trip costs, up to a maximum of \$2,000 (overseas travels excluding Australia), or \$1,000 (travels to Australia), or \$500 (travels within New Zealand). The Department has no other funding available for student travel - you have to find the other half from some other fund sources. Your supervisor may be able to find some funding for you, or you could look for support from other University funds.

CSGST Application Process

- 1 Fill in this form
- 2 Email a copy to the CSGST supervisor (ggim001@cs.auckland.ac.nz)
- 3 Print a copy, sign it, and forward it to 'Finance Officer, Dept. of Computer Science, City'
- 4 The CSGST supervisor will email you a response

NOTE:

The department will not pay for travel unless it has been approved by the Head of Department. The only admissible way to arrange travel is to get a quote from the University's preferred travel provider, APX. Use that quote to fill in page 3 (below), 'travel budget'

When your travel is approved, you will be given a 'Trip Number.'
you can use that to confirm a reservation with HRG.

The University has a Graduate Research Fund (GRF). For information about GRF see:
http://www.auckland.ac.nz/uoa/for/staff/forms/research_forms/uarc_forms/uarc_forms_home.cfm

Budget

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Conference Fees

Registration Fee
Workshops/Tutorials
Proceedings

Total Conference Fees

Airfare

Flight
NZ Departure Tax
Foreign Airport Taxes

Travel

Home to Auckland Airport
Airport to Accommodation
Accommodation to Airport
Auckland Airport to Home
Travel Insurance

Total Travel

Accommodation

Hotel

Total Accommodation

Total Amount Requested

Approved Amount

Trip Number

07R