



Applicant's Name: _____ **Email:** _____

Enrolment commenced: _____ **Expected completion:** _____

Details of Request: Please tick and specify below. Incomplete applications will not be considered:

Conference attendance: (please attach copy of conference program)

Title of Conference: _____

Location: _____

Conference Dates: ____/____/____ to ____/____/____

Conference Registration Costs: \$ _____

Travel (for above conference or other research activity):

Purpose of travel (if not for above conference): _____

Dates of absence: ____/____/____ to ____/____/____

Cost or Airfares (approx): _____

Cost of Accommodation (approx): _____

Cost of Land Transfers (approx): _____

Attach itinerary and information regarding activities to be undertaken.

Other Research Costs: _____

TOTAL Amount Requested: _____

Signed: _____

Date: _____

Supervisor's endorsement: _____

Date: _____

PLEASE FORWARD APPLICATION TO:

CEPS Business Manager, ARC Centre of Excellence in Policing and Security, Griffith University, Mt Gravatt Campus, Social Sciences Building M10, Room 3.01, Fax: 3735 1033

NOTE When claiming reimbursement for conference attendance or travel, all receipts must be originals. If you are unable to provide original receipts, a Statutory Declaration must be completed and signed before your claim can be processed.

OFFICE USE ONLY:

Funds approved as sought above.

Funds not approved (reason)

Funds modified to:

CEPS Director's Signature: Date:

RHD Coordinator Signature: Date:

Funds expended to date \$

Student advised of approval: Yes/No Date:

CEPS Admin auctioned: Yes/No Date: