



## AAPP Travel and Conference attendance Request Form

First and last name:
Email Address:
Current Position: Staff / HDR / Visiting scientist / Other:

<b>Conference / Travel details</b>	
<b>Proposed travel dates:</b>	From: <span style="float: right;">To:</span>
Justification for conference attendance/travel: Please provide details. For visiting scientists include benefit(s) to AAPP and who within the AAPP they are collaborating with.	
<b>Proposed itinerary:</b> Dot points sufficient.	
Type of visa currently held/required for visit (visiting scientists only)	

Approved by	Program Leader, AAPP
Date effective	July 2022
Revised	Dec 2022

<b>Projected expenditure</b>	
Airfares	
Accommodation	
Living Allowance (meals etc)	
Other (transport, conference fees etc)	
<b>Total Projected expenditure:</b>	

<b>Contributions</b>	
Organisation/University/Grant/Personal contribution (ie. UTAS visiting program, travel grant, other co-funding)	
<b>Total funding request</b> (total projected expenditure minus contributions)	

Please submit this completed form and endorsement(s) (if applicable) to  
[Wenneke.tenHout@utas.edu.au](mailto:Wenneke.tenHout@utas.edu.au)

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Date effective	July 2022
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