**APPENDIX 4: APPLICATION FOR REIMBURSEMENT/PAYMENT OF RESEARCH EXPENSES**

Please complete this form if you intend to go to a seminar, conference, etc. and you require reimbursement from the Departmental budgets. You MUST submit this well in advance of registering for any conferences/seminars or workshops. Research students must also attach a supporting statement from their supervisor. If you are presenting a paper, it is important that your paper is uploaded to GRO (<http://research.gold.ac.uk/>) within **three months** of acceptance.

**1. Student Name: Supervisor Name:**

**2. Reason for application (e.g. conference expenses, travel or subsistence, equipment or training):**

**3. If you are presenting a paper please state title and joint authors:**

**4. Is the paper eligible for REF? (Consult your supervisor)**

**5. Estimated Costs: (please state all the costs you wish the department to pay broken down appropriately eg fees, travel subsistence together with the total:**

**6. Source: (please state whether you wish the costs to be paid from Departmental budgets or the money from subject guides or any other alternative)**

**7. If you have applied for funding from other sources, please give details:**

**8. Are you organising a workshop?**

**Signed (student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed (Supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**