

**DEPARTMENT OF MECHANICAL ENGINEERING  
APPLICATION FOR LEAVE/FINANCIAL SUPPORT FOR CONFERENCES &  
RESEARCH/CONSULTANCY  
(DOMESTIC AND INTERNATIONAL)  
HDR STUDENTS**

Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Student ID: \_\_\_\_\_

**Documentation required-**

<b>INTERNATIONAL TRAVEL</b>	
<p><i>Documentation required:</i> <i>Conference Leave-</i></p> <ul style="list-style-type: none"> <li>• Title of conference paper, evidence of acceptance, conference details – location, dates etc (brochure or similar)</li> <li>• International Travel plans (overseas)</li> <li>• MIGR Study Away/Travel Grants App Form (if applicable)</li> </ul>	<p><i>Research/Consultancy Leave-</i></p> <ul style="list-style-type: none"> <li>• Communication/invitation detailing times and dates</li> <li>• Travel plan plus travel approval form Postgraduate student – statement from supervisor confirming contribution to final outcome of research project</li> </ul>

<b>DOMESTIC TRAVEL</b>	
<p><i>Conference Leave-</i></p> <ul style="list-style-type: none"> <li>• Title of conference paper, evidence of acceptance, conference details – location, dates etc (brochure or similar)</li> </ul>	<p><i>Research/Consultancy Leave-</i></p> <ul style="list-style-type: none"> <li>• Communication/invitation detailing times and dates</li> <li>• Postgraduate student – statement from supervisor confirming contribution to final outcome of research project</li> </ul>

---

**FINANCIAL SUPPORT REQUEST**

Received from Department      \$ \_\_\_\_\_ Fund \_\_\_\_\_

Awarded      \$ \_\_\_\_\_ Fund \_\_\_\_\_

Received from Faculty      \$ \_\_\_\_\_ Fund \_\_\_\_\_

Received from Academic's fund      \$ \_\_\_\_\_ Fund \_\_\_\_\_

Signature of HDR Student:	Department Financial Support Approved:
Signature of Supervisor of Student	Approved by C. Davies - Head of Department: