

Department of Biochemistry and Molecular Biology

Graduate Student Travel Award Request

Student ID	
Student Name	
Principal Supervisor	
Conference	
Location	

I have:

1. Presented my research in an oral presentation at the Department Retreat. Yes No

The year/s this presentation was made: _____

2. Presented my research in the Department 3MT competition.

The year/s this presentation was made: _____

3. Attended > 80% of the Department seminar program.

Student Signature	
	Date

Supervisor Signature	I support this student's travel fund request and I verify that the attached details of the student's proposed travel are correct.
	Date

This award funds up to \$2,000 in costs.

1. Obtain a quote for your travel costs (e.g. flights, accommodation, conference registration).
2. Email this completed form together with the quote (as one pdf file, name the file Surname_TravelAward) to Research Training Coordinator: Justine Mintern jmintern@unimelb.edu.au
3. Justine will approve your application within 14 days.

Travel Insurance: Apply at least 7 days prior to departure!

1. Go to: <http://students.unimelb.edu.au/admin/insurance>.
2. Register for travel insurance.
3. Nominate your supervisor as Staff Approver and Justine Mintern as final approver.