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| **Student Details (Student to complete)** | |
| **Name** |  |
| **College** |  |
| **Supervisor** |  |
| **How are you funded** |  |
| **DPhil start date** |  |

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| **Details of Conference or Event (Student to complete)** | |
| **Title (and URL)** |  |
| **Date** |  |
| **Location** |  |
| **Reason for attendance** (inc. if presenting a paper) |  |

Please complete **all** sections of this form, get your supervisor’s approval (via email or on the form) and return it to [graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk) **well in advance** of the event for which funding is requested. Retrospective applications are unlikely to be approved. Please be advised that students will not be eligible to claim from this fund upon submission of the thesis or beyond the maximum submission date for their thesis, whichever is the earliest.

Please ensure that you have explored all other options before applying for departmental funding and indicate on the application form other sources of funding. Students who have other sources of travel funding, notably students supported by research project funds, should normally seek support from those sources first. Similarly students funded by the CDTs should check how much travel grant they have available before applying for departmental funding. Sometimes supervisors are also able to help fund travel costs. Colleges are often able to make a contribution to the cost of presenting papers at conferences and conference organisers may have grants available to students.

To claim the money you will need to complete an online expense claim via the [University's E-Expense system (SAP Concur)](https://finance.admin.ox.ac.uk/expenses). You will need to upload copies of all relevant receipts of expenditure when you complete the claim.

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| **Supporting case (Supervisor to complete)**  **Please indicate below how relevant this conference is to the DPhil or email** [graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk) | |
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| **Supervisor signature & Date** |  |

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| **Funding Details (£)** | |
| **Estimated costs for:** | (enter amounts below) |
| Registration |  |
| Travel |  |
| Subsistence |  |
| Other |  |
| Estimated total |  |
| **Claims from other sources:** | (enter amounts below) |
| Amount claimed from funding source |  |
| Amount claimed from college |  |
| Amount claimed from supervisor |  |
| Claims from other sources total |  |
| **Computer Science funding claim:** | (enter amounts below) |
| Previous approved funding claims |  |
| Total requested from CS now |  |
| **Student signature & Date** |  |

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| **DGS or Deputy DGS to complete** | |
| **Total approved (if different from box above)** |  |
| **Signature** |  |
| **Dated** |  |