

**Application for Cotutelle Travel Grant**

**Higher Degree by Research Students** – This form is used by students:

- With an approved Cotutelle Agreement;
- Whose home institution is Flinders University

to apply for financial support for overseas flights to the relevant Cotutelle host institution.

Please refer to the Cotutelle Travel Grant Rules for additional information regarding the Travel Grant.

**A. STUDENT DETAILS**

<b>Name:</b>	<b>Student ID:</b>
<b>FAN:</b>	

Please ensure your contact details (postal and email address) are up to date via the [Student Information System](#)

**B. INTERNATIONAL TRAVEL DETAILS**

<b>Departure date:</b>	<b>Date returning:</b>	
<b>Please provide a brief itinerary of your flights (for example, departure location, stopover location and end location)</b>		
<b>Date:</b>	<b>From:</b>	<b>To:</b>
<b>Total cost requested for reimbursement:</b>		

Please attach a receipt or tax invoice from the airline to support your request for reimbursement and a Student Expense Reimbursement form.

Please identify if you have previously applied for the Cotutelle Travel Grant including the year of application, whether the application was successful and the amount of the grant:
Please identify if you have any other sources of financial support for travel (for example another type of travel grant or scholarship):

### C. SUPERVISOR ENDORSEMENT

I have noted and support this application and provide the following comments (or attach a separate sheet if necessary)

Principal Supervisor signature:

Date:

**Host Institution Principal Supervisor Endorsement:** (this may be in the format of an email from the Host Institution Principal Supervisor)

### D. STUDENT CONFIRMATION

I certify that the above details are correct and that I have attached a Student Expense Reimbursement form and evidence to support the reimbursement (such as a receipt or tax invoice)

Student signature:

Date:

### E. REVIEWED BY OFFICE OF GRADUATE RESEARCH

- Milestone progress reviewed and is acceptable
- Student Expense Reimbursement Form completed
- Approved by Office of Graduate Research
- Not approved by Office of Graduate Research
- Student advised of outcome
- Sent to Portfolio Finance for payment

Comments from Office of Graduate Research

Dean of Graduate Research signature:

Date: