**Application for Assistance in Funding Expenses**

**of an International Conference Held Abroad**

**1. Student’s details**

Family name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Department / Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously received funding assistance from the President’s Scholarship: Yes / No

If your answer is “yes”, please indicate dates of departure for previous conferences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Conference details**

 Conference location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Estimated costs in dollars:**

Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airline ticket:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Accommodation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Funding**

Funding entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional funding entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_

The Presidential Scholarship provides parallel funding equivalent to the amount given by the supervisor / Department / Faculty, up to a ceiling of USD 300 for Europe and USD 500 for the United States only.

5. **Documents**

 Please attach the following documents to the application:

1. Confirmation of presentation at the conference.

2. Confirmation from the funding entity of the amount of funding given for the conference.

Parallel funding is carried out by way of a travel permit from a parallel budget and not by making direct payment to the traveler.

If the parallel funding is paid directly by the supervisor to the traveler and not through a travel permit, no approval will be given for payment out of the Presidential Scholarship.