Faculty of Arts:  
Travel & Research Funding and Approvals

Travel and Research Funding is a benefit – not a right – and you must request and justify the approvals. Faculty strongly supports valid and beneficial research travel, but procedures must be properly followed. Applying for and receiving approval to travel does not automatically approve funding. You must ALSO apply for funding.

All Funding: (Travel and Non-Travel)

GRS:
- The first source of travel and research funding is the $1850 available from the GRS. For information on how to apply and the rules surrounding funding, see: www.postgraduate.uwa.edu.au/students/funding/travel

- Note: the GRS may refuse your funding application if you have outstanding Milestones

ARTS:
- In addition to GRS funding, your School will fund justified research costs up to a maximum of $4000 for a PhD and $2000 for an MA
  
  Music Performance Students please refer to the Music website for further details.

- Schools also offer a stand-alone Conference Grant of up to $740, to cover travel and attendance costs when the student is presenting a paper at a conference. If you are not presenting but still wish to attend then you may try applying for School/GRS funding.

Note:
- You will need to draft a budget to include all anticipated expenses such as transport, accommodation, conference fees, archive access, etc. when applying for any funding. You must do this in order to know how much money you are applying for. A copy of the budget must accompany the application form.

- When traveling, be sure to keep receipts for all expenses; if no receipt is offered, make a note of date, amount spent, and purpose. You will be required to produce these with your Travel Report (for GRS funding)
Step 1: Getting started

**Timing:** You must start the process of applying for funds and seeking travel approval at least two months prior to travel, preferably even earlier, particularly for overseas travel.

**Booking:** **DO NOT book or pay for airfares yourself.** Doing so may nullify your application and the School may not pay for your trip.

Be sure to read forms and instructions carefully and patiently. They are there to help, and if you skip sections or misread questions it will cause considerable delays in processing your application, and may prevent you from travelling.

*Funding for research travel comes from TWO separate sources - the GRS and your School (Humanities, Music, or Social Sciences). You must seek travel funding from the GRS first before seeking travel funding from your school.*

Step 2: Supervisor support

Discuss your travel plan with your supervisor and be sure you have supervisor support. Approval and funding for travel are only granted where you can demonstrate that the trip will be beneficial to your research.

Step 3: Apply for GRS funding

Apply for the first stage of funding by working carefully through the checklist below. This will ensure that you provide the GRS with all the information that it requires to support and approve your research travel.

1. Download a [Travel Award Application Form](www.postgraduate.uwa.edu.au/students/forms) (TAA; from GRS Forms).

2. When you have downloaded and read the TAA form, you must obtain a detailed travel quote from TERTIARY TRAVEL, CAMPUS TRAVEL, or STA TRAVEL (Guild Village). These are UWA’s only approved travel providers; do not use other travel agents or book online. Please ensure that you inform the travel providers that “this is a quote and travel will be booked & paid for by the University through Concur”. Attach your travel quote to your TAA form.

3. Prepare a full budget showing all anticipated costs:
   - airfares;
   - conference costs;
   - accommodation costs;
   - other anticipated travel costs (access to archives, local travel, purchase of materials, etc. Please explain these clearly)

   A sample budget is shown at the end of this document.

4. Will your research travel take you overseas? If yes, download an [Overseas Travel Form](OST; from GRS Forms). *(Note: the GRS only offer limited funding for travel within Australia)*

5. Will you be taking any personal leave while you are away? If yes, download an [Application for Leave Form](LV; from GRS Forms). *(Note: the inclusion of personal leave will complicate your...*
6. Compile all forms, ensuring you have attached the budget, flight quotes, and any further supporting documentation (such as conference registration confirmation, reason for travel, etc.).

7. Ensure all forms are signed by your supervisor and GRC.

8. Submit forms to the Arts Postgraduate Admin Office.

*If you have previously used your GRS funds, or the trip will cost more than your GRS funds then continue to step 4.*

**Step 4: School funding**

Apply for the second stage of funding from your own School (Humanities, Music, or Social Sciences). Work carefully through the checklist below; this will ensure that you provide your School with all the information that it requires to support and approve your research travel. School funding can be used for both travel and non-travel requests, so work through the form below patiently and determine which sections are relevant to your needs. Make sure you tick all relevant boxes and provide all required information. If you have any queries, contact your supervisor in the first instance.

1. Download a copy of the [Postgraduate Funding & Travel Approval Form](https://www.arts.uwa.edu.au/students/postgrads/postgrad_research_support/forms) (available from Arts Postgraduate Forms: www.arts.uwa.edu.au/students/postgrads/postgrad_research_support/forms)

2. If you are applying for travel or conference funding:
   
   a. Obtain a detailed travel quote from TERTIARY TRAVEL, CAMPUS TRAVEL, or STA TRAVEL (Guild Village). These are UWA’s only approved travel providers; do not use other travel agents or book online. Please ensure that you inform the travel providers that “this is a quote and travel will be booked & paid for by the University through Concur”. Attach your travel quote to your form.
   
   b. Prepare a full budget showing all anticipated costs:
      - conference costs;
      - accommodation costs;
      - other anticipated travel costs (access to archives, local travel, purchase of materials, etc. Please explain these clearly)

   A sample budget is shown at the end of this document.

3. Attach all relevant documents (budget; flight quote; supporting documentation such as confirmation of conference registration, reason for travelling, itinerary, etc.) to the form

4. Ensure your form is signed by your supervisor and GRC

5. Submit the form to the Arts Postgraduate Admin Office
Step 5: Self-funded travel

If you are traveling but using your own money, Scholarship funds, Research Grant funds, etc., then you still need to apply for Travel Approval.

Use the Arts Postgraduate Funding & Travel Approval Form and tick only the box for Travel Approval. You will still need to attach an itinerary and fill in relevant dates, etc.

You must email a copy of the signed approval form and itinerary to travel@uwa.edu.au

You may book and pay for your own flights through any provider.

You may still require GRS travel approval (Overseas Travel and/or Personal Leave approval). Check with GRS or Arts Postgrad Administration.
Travel Funding and Approvals Checklist

- Check your Milestones are all up to date (if you are not sure please check on StudentConnect)

- Discuss your plans with your Supervisor. Your Supervisor will support your application if they feel it will add to and benefit your research. They must support your application for it to be accepted.

- Check your available funding with the Arts Postgraduate Administration Office. We keep records of student expenditure.

- Are you applying for travel funding?
  - **YES**: Apply first for GRS funding: [Travel Award Application Form](#)
  - If your travel costs will exceed your GRS funding, apply simultaneously for School funding: [Postgraduate Funding & Travel Approval Form](#)
  - If you have used your GRS funding, apply for School funding.
  - **NO**: You can apply for non-travel or research funding from your School: [Postgraduate Funding & Travel Approval Form](#)

- Are you presenting a paper at a Conference?
  - **YES**: You may apply for the stand-alone Conference Grant offered by your School.
  - Fill in the relevant section in the School funding form: [Postgraduate Funding & Travel Approval Form](#). Ensure you attach a copy of your invitation to present at the conference.

- Arrange a quote for your airfares from Campus Travel, Tertiary Travel, or STA travel (Guild Village). **DO NOT BOOK OR PAY FOR AIRFARES YOURSELF. This must be attached to your application.**

- Draft a budget. Your budget must include all anticipated expenses. **This must be attached to your application.**

- Draft a supporting statement. This should include why you wish to travel and how you will benefit from the research. The statement may be written into the application form or attached as a separate document.

- If you are travelling overseas, apply for [GRS Overseas Travel](#) approval

- If you are including personal leave, apply for [GRS Leave](#) approval. (Note: you will need to arrange private Travel Insurance for leave dates)

- Once forms are complete and supporting documentation is attached, ensure each form is **signed by your Supervisor and GRC.**

- Submit the forms to the [Arts Postgrad Admin Office](#).
**SAMPLE BUDGET**

**Destination:** University of the South Pole, Antarctica  
**Dates of travel:** February 28 - March 10 2017

**Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfares (Source: quote from Tertiary Travel/Campus Travel)</td>
<td>$1500</td>
</tr>
<tr>
<td>Conference registration (Source: conference brochure)</td>
<td>$100</td>
</tr>
<tr>
<td>Conference final dinner (Source: conference brochure)</td>
<td>$30</td>
</tr>
<tr>
<td>Accommodation: 10 nights @ $125 per night (Source: AntarcticHotels.com)</td>
<td>$1250</td>
</tr>
<tr>
<td>Other travel costs</td>
<td></td>
</tr>
<tr>
<td>Train from airport to hotel</td>
<td>$20</td>
</tr>
<tr>
<td>Bus to conference site: 10 x $5</td>
<td>$50</td>
</tr>
<tr>
<td>Cost of Entry to Archives/Museum/etc.</td>
<td>$40</td>
</tr>
<tr>
<td>Etc.</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL:** $2990

**Sources of funding:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Graduate Research School</td>
<td>$1850</td>
</tr>
<tr>
<td>From my School</td>
<td>$1140</td>
</tr>
</tbody>
</table>