



TERMS OF THE POSTGRADUATE TRAVEL SUPPORT SCHEME FOR CONFERENCES

Through the Research and Graduate School (RGS), the College will support the participation of Postgraduate Researchers (PGRs) at professional conferences for the purpose of presenting academic papers/posters. This is a contribution towards expenses and may not cover all costs.

Allocations from the Postgraduate Travel Support Scheme for conferences will be approved through the Head of Graduate School on behalf of the College Research Committee. All PGRs currently registered and fees compliant are eligible to apply for a maximum of €200 per academic year.

The scheme will provide:

- 1) €100 for conferences in the Republic of Ireland.
- 2) €200 for conferences outside the Republic of Ireland (including Northern Ireland).

Applications to the Conference/Travel Support Fund must be submitted at least 10 working days before the event by email to RGSO@mic.ul.ie.

Eligible costs include travel, subsistence and registration fee. [Public transport rates apply](#). Subsistence will not exceed the daily public service rate of €33.61. If you use your own transport petrol receipts must be submitted but only the equivalent public transport rates will be paid.

Where collaborative papers are presented, only one person will be supported by the scheme.

Completed application forms must be accompanied by:

- 1) Official confirmation that a paper/poster has been accepted by conference organisers
- 2) Details of all costs

Once approved please forward completed claim form together with all receipts to the Research & Graduate School Office for processing.

Applicants who receive funding must forward a copy of the conference paper by email to RGSO@mic.ul.ie



POSTGRADUATE CONFERENCE/TRAVEL SUPPORT SCHEME
APPLICATION FORM

Name of Proposer(s):

Dept:

Date:

Tel No:

College Email Address:

Title of Conference:

Title of conference paper:

Conference Organiser details:

- Contact name:
- Contact Address:
- Contact Telephone number:
- Contact Email address:
-
- Venue / location:
- Dates of conference:

COSTS

Travel dates & destination:

Travel costs:

Subsistence costs:

Registration fees* (by receipt) :

** Where meals or accommodation are provided as part of the registration fee, the appropriate subsistence rate will be reduced accordingly.*

TOTAL COST:
Maximum €200

For RGSO use only

Amount Awarded:

Date:



POSTGRADUATE TRAVEL SUPPORT FUND FOR CONFERENCES

CLAIM FORM

NAME OF CLAIMANT: _____ I.D NO. _____

DEPARTMENT: _____

CONFERENCE: _____

DATES & LOCATION: _____

CLAIM
 (Maximum €200)

FOREIGN CURRENCY

BUDGET: Graduate School

BUDGET CODE: 11100

Expense	Details	Amount €
Travel		
Subsistence		
Registration		
Other		

SIGNATURE OF CLAIMANT: _____ DATE _____

APPROVED BY: _____ DATE _____
(For RGSO)

AUTHORISED BY: _____
Vice-President of Administration & Finance

*N.B. - All sections of this form must be fully completed by the applicant. Incomplete forms will **NOT** be processed by the RGSO.*

Please return to RGSO together with receipts for all expenses