



## The Colenso UNM Travel Fund Agreement Form

### About the Fund

The Colenso UNM Travel Fund was been established through a gift by Nottingham alumna Dr Michèle Colenso, who support the applications

This agreement form must be signed and returned together with the Colenso UNM Travel Fund application form.

Purpose of travel (including conference details/ event name, as applicable):

Applicant's Name:

Course/Program:

Telephone No.:

Email (university and personal email address):

As a recipient of the Colenso UNM Travel Fund, I agree to the following:

- Providing a full itinerary for the travel including all travel and accommodation arrangements and emergency contact information.
- The Colenso Travel Fund and UNM is credited by the recipient in related publicity material and social media post, including the hashtag #colenso #travelfund #UNM
- Writing a blog post on my travel, within a month of my return to Malaysia for UNM's Donor Relations blog. This should include suitable photos and/or videos (without copyright issues)
- Submit the Colenso Travel Fund Feedback Form within a month of my return to Malaysia, which includes:
- A summary of impact and benefits of my travel to my development as well as the University of Nottingham Malaysia
  - Write a short thank you letter to the donor, Dr Michèle Colenso
  - 10 photographs with at least 1MB in size and captions
  - A breakdown of how the Colenso Travel Bursary was spent, including receipts (airline tickets, train tickets, accommodation costs and meals, etc.)
  - I have returned any funds which was not spent

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Financial Information**

**Applicant's account details:**

Name	
Bank	
Account Number	

If you have further enquiries, please email to [colenso@nottingham.edu.my](mailto:colenso@nottingham.edu.my).