

The Colenso UNM Travel Fund Application 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

Application Guidelines

- Applications to written in (Arial font size 10)
- Provide as much detail as possible, including the proposed itinerary for your travel
- Your application must include how the travel is related to your area of study or your student society at University of Nottingham
- Please provide full details of how much the travel will cost, including subsistence
- Define abbreviations and acronyms the first time they are used in this form.

1. Applicant Details

Applicant's Name	
Course/Programme	
Year of Study	
School/Department/ Society or Club	
Address	
Telephone	
Email	
Submission Date	

2. Travel Details

Travel Description (Please provide a short description of the proposed travel For example: Travel to Shenzhen to attend the Students in Free Enterprise 2020 Expo).	
Proposed Travel Dates	
Country/Countries Visited	
Proposed Itinerary	

Reason for Travel (In no more than 500 words, please describe the reason for undertaking the proposed travel, the links to your course and/or SA project/society, and the benefits you will gain as an individual – this could include life experience, contribution to society, career development, overseas work experience, relevance to future ambition etc)	
Key Objectives (In no more than 200 words provide clear description of the expectations and objectives of your travel)	
What are the benefits of this travel both to UNM and to yourself?	

3. Financial Details

Total Travel Cost (RM)	
Cost Breakdown Please provide a breakdown of all travel costs, to include (where applicable): <ul style="list-style-type: none"> • Travel • Visa costs • Insurance • Accommodation • Meals • Conference Fees • Subsistence 	
Fund Amount Requested (RM)	
Date Fund Required	

Other Funding Sought and/or Secured (Please provide details of other funding sources sought or secured)	
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4. Travel Approval

For completion by Head of School/Department/Students' Association Manager

Name	
Position	
School/Dept/Students' Assoc.	
Email	
Telephone	
Comments (No more than 100 words)	
Signature & Stamp	
Date	

5. Application checklist

- ☐ I have completed every section of the application form
- ☐ I have included proposed itinerary for my travel
- ☐ I have included budget breakdown for my travel
- ☐ I have enclosed copy of document that related to my travel (Proof of cost breakdown)
- ☐ The application has been approved by the Head of School/Department/Students' Association Manager
- ☐ I have enclosed the signed The Colenso Travel Fund Agreement Form

I hereby declare that the information provided is true and correct. I also understand that any dishonesty may render for refusal of this application.

Signature of Applicant

Name:

Date:

Please send your completed application and supporting documents to colenso@nottingham.edu.my.

Failure to provide a completed and signed form may result in refusal of your application.

Applications should be submitted before midnight (12.00 am) on the following dates and will be reviewed within 2 weeks of receipt.

Closing date: Tuesday, 3 March 2020