



International Graduate Centre
for the Study of Culture

Conference/Research Travel Claim Form

1. Personal Details

Name: _____

Address: _____

Email: _____

Telephone: _____

Level: PhD Postdoc

Purpose: I will present a paper, present a poster, undertake research

2. Conference Details / Research Institution

Organisation/Research Institution: _____

Location: _____

Dates of Conference/Research Trip _____

3. Detailed Description of Expenses

Expenses	Amount (currency)
Amount applied for:	

Date and signature

In addition to this document, please submit a statement indicating the relevance of the conference / research trip to your research project as well as

- the abstract of your paper and the letter of acceptance (for conference trips)
- an outline of your planned activities and research abroad, including a detailed schedule (for research trips).