



EXECUTIVE SENATE RESEARCH& INNOVATION COMMITTEE
Checklist for Applicants/Faculty Research & Innovation Committee
Travelling Expenses Application

Checklist	Yes	No	Comments
Are the duration dates correctly given on the application form?			
Is a budget attached?			
Are amounts indicated in the budget correct?			
If applicable any currency conversions must be indicated in S.A. currency			
If daily allowance is required is it the correct institutional rates?			
Are relevant documents attached? e.g. abstracts, quotations, proof paper is accepted etc. (These supporting documents are kept in the faculty for auditing purposes)			
Is the application signed by relevant persons?			
Have you provided proof of an accredited output?			
Application forms must be submitted before the next Exco SRIC closing date?			
Is the application done on the latest approved form?			
Do you have other sources of funding (preferably external) Co-funding to be indicated in budget.			
Are all sections completed?			
Procedures			
Project duration must be stated. Only funds for the current year may be applied for – an estimate for additional years should be included and stated as such.			
Applicants who receive funding should account for the expenses. Where relevant invoices, slips etc. must be submitted to finance department			
No applications for refund on workshops/conferences without prior approval from the Exco SRIC will be accepted for discussion.			
All applications must first be approved by the Faculty Research & Innovation Committee and a copy of the minutes must accompany the application form.			
Should an applicant be awarded funding and subsequently terminates employment with VUT, it is the responsibility of the applicant to inform Exco SRIC of such termination.			

Incomplete checklists and application forms will not be accepted for submission to the Executive Senate Research and Innovation Committee. All sections are to be completed.



TRAVELLING EXPENSES

General Information

Surname, Initials, Title Staff Number

Designation

Department

Faculty

Purpose of Travel

Country/ies to be visited

Purpose of visit (mark with x) Conference attendance Fellowship
 Paper/poster presentation Other

If other, specify

Expected duration from to

Motivation

Expected outcome

Name and place of Conference

Title of paper

Abstract accepted Yes No Previous accredited publications Yes No
 Provide details below

Year	Title of publication (article)	Journal title	Units

Did you apply for/source external funding (Attach proof):

Yes		No	
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Travel schedule

Date	From	To	Explanatory notes

CONDITIONS

In terms of funding approved and received for postgraduate studies, the applicant hereby acknowledges:

- an institutional obligation to remain in the employ of the VUT for a minimum period of 2 years from the date of obtaining the qualification. Should the staff member leave the employ of the VUT within this 2-year period, reimbursement will be calculated on a *pro-rata* basis.
- that if the qualification is not obtained within a reasonable time period (3 years for a masters' degree and 4 years for a doctoral degree) from the date of awarding the funds, the VUT reserves the right to sequester reimbursement of allocated funding.

In terms of funding approved and received for international conferences, the applicant hereby acknowledges:

- an institutional obligation to remain in the employ of the VUT for a minimum time period of 1-year from the date of the conference. Should the staff member leave the employ of the VUT within this 1-year period, reimbursement will be calculated on a *pro-rata* basis. However, should the staff member provide proof of at least a 0,5 research output unit, the 1-year obligation will be null-and-void.

The Executive Faculty Research Committee has approved this application.

Applicant

Y	Y	M	M	D	D
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Date

Line Manager

Y	Y	M	M	D	D
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Date

Chairperson Faculty Research & Innovation Committee

Y	Y	M	M	D	D
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Date

Executive Dean

Y	Y	M	M	D	D
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Date

Executive Director: Research

Y	Y	M	M	D	D
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Date

* Detailed Budget to be attached (Form B)

Approved Not Approved

Comments
Comments

Budget

Accommodation										
Traveling Cost										
Daily Allowance (days)										
Visa Cost										
Insurance										
Conference registration fee										
Other: e.g. conference dinner										
Co-funding:										

TOTAL

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Current Exchange Rate

Final Costs