Post Graduate Procedures - Travel Funding and Approval

- **Timing:** You must start the process of applying for funds and seeking travel approval at least two months prior to travel, preferably much earlier, particularly for overseas travel.

- **Travel approval**
  
  - A travel approval form must be completed and returned to Humanities Postgraduate Administration (Arts Building Office 2.47) to be approved by the Graduate Research Coordinator. The travel approval form is critical as it also serves as your travel insurance. Please find the current form at: [http://intranet.uwa.edu.au/arts/staff/guides_and_procedures/travel_policy](http://intranet.uwa.edu.au/arts/staff/guides_and_procedures/travel_policy)
  
  - You need to attach an itinerary to the form which can be obtained from your Travel provider (Campus Travel or Tertiary Travel)
  

- **Funding:**
  
  - The first avenue for funding is the $1800 available from the GRS [http://www.postgraduate.uwa.edu.au/students/funding/travel](http://www.postgraduate.uwa.edu.au/students/funding/travel)
• In addition, you may apply for Humanities funding.

• **Research Funding** - The School will fund justified research costs up to a maximum of $4,000 for a Ph.D. and $2,000 for an MA. See the Humanities website for information about eligibility and the application form.
  
  http://www.humanities.uwa.edu.au/students/postgraduates/funding

• **Conference travel funding** - The School encourages its postgraduates to attend conferences, and will provide funding of up to $740 to cover conference travel and attendance costs when the candidate is presenting a paper. See the Humanities website for information about eligibility and the application form
  
  http://www.humanities.uwa.edu.au/students/postgraduates/funding

- **Booking**: All travel funded by the School and the GRS must be booked through Tertiary Travel or Campus Travel. Written quotes from travel agents must be obtained and provided in funding/travel approval applications.

*If you have any questions please contact Post Graduate Administration in the School of Humanities – office 2.47 in the Arts Building.*