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| **CQT Academic Travel Request Form** |

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| Student Name |  |
| Travel Type | \*Conference/Workshop/Research Visit/Exchange Programme/Internship |
| Title/Group/Institution |  |
| Start And End Dates |  |
| Venue And Country |  |
| Conference/Workshop Website |  |
| Attendance Nature  (Please Attach Supporting Document eg. Invite Letter/Programme/  Confirmation.) | \*Presenting Poster/Give A Talk/Research Visit |
| Purpose And Objective |  |
| Academic Leave Start And End Dates  (1 Day Before And After Travel) |  |
| Vacation Leave Start And End Dates  (If Applicable) |  |
| Required Financial Assistance | \*Airfare/Accommodation/Registration Fee/Visa Fee/Per Diem/Ground Transport |
| Estimated Budget |  |
| Funding Source | \*Research Allowance/Thesis Advisor’s Core Grant/Thesis Advisor's Other Grant |
| WBS Number (If there is more than 1 WBS number, please state both the WBS number and the item that should be charge to it.) |  |
| Remarks  (If Applicable) |  |

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| **Note:** |
| 1. \*Please delete accordingly. 2. If you are buying your own air tickets and would like to be reimbursed, please attach the quotations provided by the NUS authorized travel agency. You will be reimbursed the lower amount between the two. |
| 1. Reimbursement details can be found at [CQT PhD General Information (quantumlah.org)](https://cqtphd.quantumlah.org/cqtphdinfo.php). |