

You can use this form for both estimating costs for your application (if there is insufficient space on the application form) and for claiming reimbursement. You can use this sheet to both prior to or after attendance. For reimbursements claims please attach receipts and forward to Robyn Ficenski, Faculty of Arts and Education, Deakin University, Locked Bag 20000, Geelong VIC 3220.

|  |   |              |
|--|---|--------------|
| <b>NAME:</b>   | Has this application been pre-approved? |              |
| <b>EXPENSE SUMMARY FOR INTERNATIONAL CONFERENCE ASSISTANCE</b>                                   |   |              |
|  | <b>LOCAL CURRENCY</b>                   | <b>\$AUD</b> |
| <b>Fares</b> (including airfares and local fares)  |   |              |
|  |   |              |
|  |   |              |
|  |   |              |
| <b>SUB TOTAL</b>   |   |              |
| <b>Accommodation</b>   |   |              |
|  |   |              |
|  |   |              |
|  |   |              |
| <b>SUB TOTAL</b>   |   |              |
| <b>Conference registration</b>   |   |              |
|  |   |              |
| <b>SUB TOTAL</b>   |   |              |
| <b>Food</b> (please itemise below)   |   |              |
|  |   |              |
|  |   |              |
|  |   |              |
| <b>SUB TOTAL</b>   |   |              |
| <b>Other</b> (please provide additional sheet with itemized items if two lines are insufficient) |   |              |
|  |   |              |
| <b>SUB TOTAL</b>   |   |              |
| <b>TOTAL</b>   | TOTAL FOR THIS COLUMN NOT REQUIRED      |              |