



Middle East Technical University Northern Cyprus Campus

Travel Support for Scientific Meetings

Please complete this application and return it to your Immediate Administrator *at least three weeks* prior to your departure date. In order to be eligible for travel support, you should present the paper at the meeting and "Middle East Technical University Northern Cyprus Campus" should be indicated as your institutional address. Poster presentations do not qualify for travel support.

Applicant

Name _____ Date (DD/MM/YY) _____
 Program/unit _____ Signature _____

Scientific meeting

Title of meeting _____
 Location (City/Country) _____
 Date of meeting (DD/MM/YY-DD/MM/YY) _____
 Organizer _____
 Do you receive travel support from any other organization? Yes No
 Title of your presentation _____
 Are you the presenter? Yes No

Course work/Administrative duties

Leave on duty (inclusive) from _____ to _____ (DD/MM/YY)
 I have no classes during this period
 I have classes, but have already made up/will make up on _____ (DD/MM/YY)
 I have arranged with the following instructor to substitute for me

For administrators only

The following person will substitute for me during this period

Travel support is requested for the following items

Travel _____ Accommodation (_____ nights):
 Daily allowance _____ Registration fee:
 Campus-Ercan-Campus transportation _____ Advance payment requested:
 Source Campus Budget (Budget line: _____)
 Project (Project code: _____) Pr Coor approval:

Supporting documents (check each item of supporting documentation that you have appended)

Acceptance/invitation letter/e-mail _____ Abstract of paper _____
 Conference program or printed web pages _____ Other _____

Consent of the Immediate Administrator

Name _____ Date _____ Signature _____

I. Approval: Academic Board

Name _____
 Date (DD/MM/YY) _____
 Signature _____
 Notes _____

II. Approval: Authorizing Officer

Name _____
 Date (DD/MM/YY) _____
 Signature _____

Official use (RCS)

Max allowance: _____ Budget line: _____ Control by _____