Application for Overseas Fieldwork Expenses

## Section 1 – For completion by the Applicant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  |  Initials: |  | Surname: |  |

|  |  |
| --- | --- |
| School: |  |

|  |  |
| --- | --- |
| University: |  |

|  |  |
| --- | --- |
| Pathway: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year of PhD |  | Tel: |  | Email: |  |

Please state the purpose of your Overseas Fieldwork Visit (300 words maximum):

|  |
| --- |
|  |

Details of Overseas Fieldwork Visit - Give the exact dates of the Overseas Fieldwork Visit and the the name of the country/countries you will be visiting:

|  |  |  |
| --- | --- | --- |
| Duration of Overseas Fieldwork Visit | Number of weeks | Location  (City/Town and Country) |
| From (dd/mm/yyyy) | To (dd/mm/yyyy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL DURATION |  |

Estimate of costs involved (please provide full details):

(Note: institutional pre-approval is a requirement for AirBnB accommodation)

|  |
| --- |
| Full details of travel costs |
| Dates(dd/mm/yy) | Method of travel | Point of departure | Destination | Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Total: |  |

|  |
| --- |
| Full details of accommodation costs |
| Dates(dd/mm/yy) | Number of nights | Cost per night | Total Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total: |  |

|  |
| --- |
| Details of other expenses |
| Date(dd/mm/yy) | Type of expense | Total Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Total: |  |

Have you applied for any supplementary funding towards the cost of the Overseas Fieldwork Visit from other sources? (Please check box)

Yes [ ]  No [ ]

If yes, please give details below:

|  |  |
| --- | --- |
| Name(s) of organisation/funding body approached: |  |
| Details of funding amount(s) applied for: |  |
| Has the funding been awarded? |  |

**I confirm that I have read the WGSSS Fieldwork Guidance and that I will undertake to inform the WGSSS if the Overseas Fieldwork Visit is cancelled or curtailed or if any element of my application changes. In the event of cancellation or curtailment, I understand that I will be required to refund any money paid to me. I also confirm that the fieldwork has been approved by my School/Department and that I have completed a risk assessment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature: |  | Date: |  |
| Print Name: |  |

## Section 2 - Supporting case (to be completed by the Supervisor)

Please include:

1. The rationale for the student's study requiring overseas fieldwork
2. A full justification of the resources requested
3. Why the overseas fieldwork is essential to the satisfactory completion of the student’s thesis. Please note that the **WGSSS** will contribute only in respect of overseas fieldwork that has to be undertaken in order to complete the project.

|  |
| --- |
| *(300 words maximum)* |
|  |
| **I am satisfied that the student has adhered to health and safety procedures and institutional policies in relation to the overseas fieldwork visit and that an assessment of risk has been undertaken (Please check box)** | [ ]  |

I confirm that the details of the Overseas Fieldwork Visit completed by the award holder are accurate. I will undertake to inform the WGSSS if the Overseas Fieldwork Visit is cancelled or curtailed.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature: |  | Date: |  |
| Print Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Director of PGR Studies Signature: |  | Date: |  |
| Print Name: |  |

Completed application forms should be emailed to enquiries@walesdtp.ac.uk