

College of Science and Engineering

Report for Overseas Conference Leave (OCL)

Instructions:

1. This form is to be completed by all academic staff members who are granted financial support from Overseas Conference Leave (OCL)
2. This form, once completed, should be submitted electronically to CSE Research Support via CSE.Research@flinders.edu.au. Please note, documentation/receipts in support of travel expenditure **DO NOT** need to be attached.
3. If the amount received exceeds the cost necessarily incurred by a staff member the staff member will be required to refund part of the total grant allocated

Name:

Conference Title

Conference dates

From:

To:

Itinerary:

Purpose of Conference:

Other Activities:

Value of your attendance for the College:

Financial assistance acquittal:

Funds received:

Funds expended:

Have the expenses been greater than the amount received: Yes No

Unspent funds must be returned to the University, via the Cashier's Office. If your total allocated funding exceeded your costs for the Overseas Conference Leave (OCL), please indicate what action has been taken to return funds to the University:

Declaration

I confirm that the above information is true and correct.

Staff member's signature:

Date: