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**Please read the accompanying Overseas Fieldwork Guidance before completing this form**

1. **Student Details**

|  |  |
| --- | --- |
| Full Name: |  |
| University: |  |
| University Student Number: |  |
| **Current Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

1. **Details of the fieldwork**

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration of Visit** | | **Number of weeks** | **Country** |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** |
|  |  |  |  |

1. **Details of the Expenses**

Estimate the costs involved in your fieldwork (please provide full details)

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodation costs:** | | | | |
| **Dates**  **(dd/mm/yy)** | | **Number of nights** | **Cost per night** | **Total Cost** |
|  | |  |  |  |
|  | |  |  |  |
|  |  |  | **Total:** |  |

|  |  |  |
| --- | --- | --- |
| **Other anticipated expenses:** | | |
| **Date**  **(dd/mm/yy)** | **Type of expense** | **Total Cost** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Total claim:** | £ |

Have you applied for any supplementary funding towards the cost of the Overseas Fieldwork visit from external sources? (Please tick)

Yes  No

If yes, please give details below:

|  |  |
| --- | --- |
| Names of organisation/funding body approached: |  |
| Details of funding amounts applied for: |  |
| Has the funding been awarded?  If not, when do you expect to hear the outcome? |  |

1. **Student signature**

I confirm that I have read the accompanying Notes of Guidance and have attached relevant receipts here. Electronic signatures will suffice.

|  |  |
| --- | --- |
| Signed: | Date: |

1. **Supervisor Support (to be completed by supervisor)**

Please include:

the rationale for the student's study requiring overseas fieldwork

a full justification of the resources requested

why the overseas fieldwork is essential to the satisfactory completion of the student’s thesis.

|  |  |
| --- | --- |
|  | |
| Signed: | Date: |

**Please send your completed form, to the CDAS Centre Manager at** [**e.a.pound@leeds.ac.uk**](mailto:e.a.pound@leeds.ac.uk)