**WEST AFRICAN CENTRE FOR WATER, IRRIGATION AND SUSTAINABLE AGRICULTURE (WACWISA)**

**UNIVERSITY FOR DEVELOPMENT STUDIES**

**STUDENTS CONFERENCE ATTENDANCE SUPPORT FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel Destination** | | | **Departure Date** | **Return Date** | No. of Days: |
| **From:** | | **To:** |  |  |
| **Name of Student:** | | **Programme:** | **Department:** | **Level (MPhil/PhD)** |  |
| **DETAILS OF CONFERENCE** | | | | | |
| Conference Title/Theme: | | | | | |
| Justification (the need to attend the conference): | | | | | |
| Duration of Conference: | | | | | |
| Title of Paper (attach accepted abstract): | | | | | |
| **DETAILS OF EXPENSES** | | | | | |
| 1 | Accommodation Costs (Not more than 200 GHS per day). Receipts will be verified: | | | | |
| 2 | Feeding Costs (Not more than 100 GHS per day): | | | | |
| 3 | Travel Costs (Tickets will be verified): | | | | |
| 4 | Other Costs (Conference attendance fees). Receipts will be verified: | | | | |

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| --- | --- | --- | --- | --- |
| **CERTIFICATION BY SUPERVISOR** | | | |  |
| **Supervisor** | **Name of Supervisor** | | **Signature** | **Date** |
|  | |  |  |
| Comments |  | | | |
| **CERTIFICATION BY APPLIED RESEARCH COORDINATOR** | | | | |
| **Signature** | | **Date** | | |
|  | |  | | |
| **Comments** | |  | | |
| **APPROVAL BY DIRECTOR** | | | | |
| **Signature** | | **Date** | | |
|  | |  | | |
| **Comments** | |  | | |

**PROCEDURES FOR ACCESSING FUNDS FOR CONFERENCE ATTENDANCE**

Students requesting for funds to attend Conferences shall:

1. Prepare a budget in consultation with the Supervisor (s), with details of the conference costs and a justification for it.
2. Complete a *student’s conference attendance support form.* This can be obtained from the office of the Administrator.
3. The request Must be recommended by both the Supervisor and the Applied Research Coordinator for the approval of the Director.
4. The Financial Manager of WACWISA shall process and make funds available to students.
5. Requests Must be received not less than One (1) month to the date of expected conference.
6. You Must use WACWISA address in submitting your paper.
7. You Must acknowledge WACWISA in your paper.