



Bilkent University

Travel Request for Conferences and Other Professional Activities

Name of the Applicant:	
Faculty/School and Department:	
Name of the conference (or other professional activity)	
City and country to be visited	
Title of the paper to be presented (or topic of the professional activity)¹	
Other responsibilities to be assumed by the applicant at the conference/meeting²	
Institution(s) organizing the conference, or professional activity³	
Results obtained from the last two international travels supported by Bilkent University⁴	
Number of Bilkent-supported international travels in this academic year	
Total sum (in \$ and TL) of financial support provided by Bilkent for these travels⁵	
Arrangements for missed classes	
Remarks⁶	
Dates of leave: from ___/___/___ to ___/___/___	Length of leave (in days)

¹ Attach an abstract of the paper with an acceptance/invitation letter; in case of another professional activity, include an invitation/assignment letter and a brief description of the activity, where applicable.

² e.g., (a) organizing/program committee member, (b) session chair, (c) invited speaker (d) panel member, etc.

³ Attach information about the conference (e.g., conference leaflet) or professional activity (e.g., panel invitation).

⁴ e.g., (a) articles published or accepted for publication by leading scholarly journals, (b) initiation of joint research, (c) notable work or research started or planned in connection with or as a result of the previous support.

⁵ Use Central Bank of Turkey rates in converting TL to US \$.

⁶ Use this space for any other information you may wish to provide (use additional sheets if necessary).

PLEASE NOTE: Applicants who are provided financial support by the University are required to present, on return, flight tickets, hotel bills, and other receipts such as registration/participation fees. At any rate, the maximum amount to be paid by the University will not exceed \$2,000 for overseas destinations such as USA and Japan, and \$1,350 for European and comparable destinations.

Financial support requested from the University for the visit			
Type	Remarks	Amount ⁷	
		TL	\$
Per diem ⁸			
Travel fare ⁹			
Registration fees			
TOTAL			

Financial support for this visit from other sources			
Source	Remarks	Amount ¹⁰	
		TL	\$
TOTAL			

Remarks by the Department Chairperson ¹¹			
Applicant	Department Chair	Dean/Director	Provost
Date: ___/___/___	Date: ___/___/___	Date: ___/___/___	Date: ___/___/___
Signature	Signature	Signature	Signature

(For official use)

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⁷ See item 5.

⁸ Per diem consists of the minimum amount required according to the conditions at the destination; for country specific rates see: http://www.provost.bilkent.edu.tr/proje/Vergiden_must_yd_harc_tutar.doc (use the last column).

⁹ Applicants are expected to contact various travel agencies and use the most economic means of travel.

¹⁰ See item 5.

¹¹ Arrangements to be made for the fulfillment of the duties of the applicants in their absence.