



## Student Travel Grant Guideline for 2017

**Directorate:** Grants Management and Systems Administration (GMSA)

**Programme:** Emerging Researchers

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## Contents

1. Background .....	3
2. Objectives.....	3
3. Value of Travel Grants.....	4
4. Costs.....	6
5. Exclusions.....	6
6. Criteria for Selection .....	7
7. Eligibility and Travel Grant Conditions.....	7
8. Reporting.....	8
9. How to apply for funding .....	8
10. Institution and Designated Authority (DA) Responsibilities .....	10
11. NRF contacts: .....	10
APPENDIX 1: NRF Subsistence Rates.....	11
DECLARATION .....	19

## 1. Background

Specific postgraduate and postdoctoral funding instruments within the National Research Foundation (NRF) have travel grants linked to their scholarships/fellowships. This document serves as a guideline for all aspects of the travel grant including the application process, eligibility criteria and conditions of award.

## 2. Objectives

Travel grants:

- Provide opportunities for leveraging on established research networks in a manner that contributes directly to the grantholder's current research
- Enable scholarship and fellowship holders to disseminate research findings (for example, through conference presentations);
- Enable scholarship and fellowship holders to participate in seminars and other academic activities that are directly relevant to the grantholder's research; and
- Undertake specialist research training, which should be directly linked to the grantholder's research project and not available within South Africa.

Travel grant is not for general travel. The applicant demonstrates how the research visit contribute directly to their research or what research output is being presented (evidence is e.g. oral presentation or a publication in the form of a conference proceeding) to qualify for a travel grant. Travel grants are not made available to access specialised equipment unless such specialised equipment is not available in South Africa.

### 3. Value of Travel Grants

In 2017 the value of the travel grant awards for local and/or abroad travel are as follows for the funding instruments specified:

Funding Instrument	Master's	Doctoral	Post-doctoral
NRF Freestanding Scholarships and Fellowships	R10 000 (local or abroad)	R10 000 (local or abroad)	R15 000 (local) R45 000 (abroad)
NRF Freestanding <b>Abroad</b> Scholarships and Fellowships; Early Career Researchers from the UK	N/A	Single economy airfare to and from the country of study abroad	Single economy airfare to and from the country of study abroad
DST Innovation Scholarships and Fellowships; Scarce Skills Scholarships and Fellowships; Sasol Inzalo-NRF Scholarship Programme	R15 000 (local or abroad)	R15 000 (local) R50 000 (abroad)	R25 000 (local) R50 000 (abroad)
NRF-MRC Health and Applied Scholarships	R15 000 (local or abroad)	R15 000 (local) R45 000 (abroad)	N/A
Renewable and Sustainable Energy	R40 000 (local or abroad)	R45 000 (local or abroad)	R50 000 (local or abroad)
Waste Management Research, Development & Innovation	R10 000 (local)	R60 000 (local or abroad)	N/A
Green Economy Postdoctoral Fellowships	N/A	N/A	R60 000 (local or abroad)
SANHARP Postdoctoral Fellowship	N/A	N/A	R50 000 (local or abroad)

TWAS Doctoral and Post-doctoral Scholarships and Fellowships	N/A	R25 000 (local) R50 000 (abroad) R15 000 (mobility) i.e. Single economy airfare to South Africa and return to home country upon completion of degree; and visa cost (based on proof of expenditure)	R25 000 (local) R50 000 (abroad) R15 000 (mobility) i.e. Single economy airfare to South Africa and return to home country upon completion of degree; and visa cost (based on proof of expenditure)
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***\*Note – these values represent the maximum award that may be made during the tenure of the scholarship/fellowship. Actual awarded values will depend on the budget (together with quotations) submitted by the applicant.***

## 4. Costs

### The NRF covers the cost of:

- 4.1 The cheapest economy air ticket; a train, bus or other surface carrier may be used in lieu of or as a supplement to air travel at the lowest first-class rate by the transportation facility used. However, if such travel could have been performed by air, the allowance will not normally exceed that for economy airfare;
- 4.2 Travel using a personal vehicle will only be accommodated under exceptional circumstances. In such cases, the NRF claim rate will be used.
- 4.3 the cheapest accommodation (NRF rates apply);
- 4.4 conference registration fees (*a letter indicating whether meals are included or not is required from the conference organisers*);
- 4.5 subsistence (*if meals are provided by the conference then subsistence rates will be adjusted accordingly*) (NRF rates apply, please see Appendix 1);
- 4.6 \*applicable to abroad grantholders only:
  - 4.6.1 A single economy airfare for travel to the country in which the postdoctoral research will be undertaken; and
  - 4.6.2 A single economy airfare to return to South Africa upon completion of the postdoctoral research abroad.

The applicant covers all other incidental expenses.

## 5. Exclusions

- 5.1 Additional activities at the conference, excluding workshops.
- 5.2 Visa Application fees or any related costs (excludes TWAS grantholders)
- 5.3 Costs incurred from the Travel Agency (Booking fees)
- 5.4 Car Rental and Shuttles
- 5.5 Travel to home countries in case of International students, except in a case where a conference is held in the home country. Research visits in a student's home country is not allowed.
- 5.6 Membership fees will not be covered.

## 6. Criteria for Selection

- 6.1 When applying for research visits, applicants must provide a planned programme of work which demonstrates how the proposed visit fits in with the grant holder's research work plan. In addition, the applicant must attach a letter from the host institution formally inviting the applicant to the institution on a research visit AND must include dates of the proposed visit.
- 6.2 Applications for specialist training or workshops must be accompanied by a motivation from the supervisor.
- 6.3 Applications must be supported by both the supervisor and proposed host. In addition, students and their supervisors must make a strong case for how the proposed visit will add value to their current Masters/PhD/Postdoctoral research. \*Not applicable to abroad grantholders.
- 6.4 In the case of conference attendance, the applicant must present a poster or deliver an oral presentation on their research.

## 7. Eligibility and Travel Grant Conditions

- 7.1 Applications for funding must be made and approved prior to the proposed travel. Application for reimbursement for travel that has already taken place will not be considered.
- 7.2 Scholarship-holders that have been awarded the NRF Extension Support are not eligible to apply under this call.
- 7.3 Full-time employees of Higher Education Institutions (HEI's) are not eligible to apply.
- 7.4 Scholarship-holders must not hold full-time salaried employment during the tenure of the award.
- 7.5 The visits are intended to be an integral part of the Masters/PhD/ Postdoctoral research and as such, any visit taking place in the final year of the scholarship/fellowship must be completed at least three (3) months prior to the end of the period of support.
- 7.6 Candidates must have accepted their award (submitted the signed conditions of grant) before they can be considered for the travel award.
- 7.7 Travel must be undertaken during the tenure of the award and cannot be utilised after the award period.
- 7.8 Funds may only be used for the travel specified in the approved application. No deferment allowed.
- 7.9 Funds must be used by the applicant only. Under no circumstances can funds be used to pay for another person's travel.

- 7.10 If funds (whole/part) are not utilised by the grantholder, said funds will have to be returned to the NRF.
- 7.11 Should the travel be cancelled/changed for any reason, the applicant must notify the NRF *via* the institutional postgraduate or research office and funds must be returned to the NRF.
- 7.12 Reimbursements will only be considered if travel grant applications have been submitted before said travel. However, the reimbursed amount will be in accordance to the travel grant guideline and therefore may be lower than the actual expense.

## 8. Reporting

- 8.1 Students/Fellows must submit a visit report of between 1000 and 2000 words. The report details the outcomes of the visit and how participation has enhanced their Master's/ PhD/Postdoctoral studies. The report is countersigned by the student's/fellow's academic supervisor/host.
- 8.2 Travel reports must be submitted within two weeks after the travel is undertaken.
- 8.3 Reports that have been approved by the institution will be "processed" on a quarterly basis. If a student fails to submit a satisfactory end-of-visit report, the NRF may recover all expenses paid for the visit from the candidate's grant.
- 8.4 The Travel and Scientific Grants Report can be found on the NRF Online Submission System. Go to *Grant holder Tools* under Quick Links and then select *Progress Reports* to find the Travel and Scientific Events Report.
- 8.5 Transport, accommodation and conference/workshop registration receipts need to be uploaded/attached to the report.
- 8.6 \*Abroad grantholders who utilised their travel grant for a flight to the country of study or for a return flight to South Africa do not need to complete a report.

## 9. How to apply for funding

To allow sufficient processing time, students are encouraged to apply at least three (3) months before the intended travel.

To complete a travel application:

- 9.1 Applicants may login to <https://nrfsubmission.nrf.ac.za>.
- 9.2 Go to *Grant holder Tools* under Quick Links.
- 9.3 Select *Forms* and select the *Travel Application* form listed under the existing award.
- 9.4 Remember to complete all sections of the application.
- 9.5 Only include the cheapest quotations under the *Financials* section to provide an accurate requested budget.



- 9.6 Please attach the necessary documents in one PDF file in the following order:
- 9.6.1 Three quotations for accommodation from different service providers if accommodation is required (compulsory);
  - 9.6.2 Three quotations for air tickets from different airlines if air travel is required (compulsory);
  - 9.6.3 Proof of conference participation and conference registration fees, including information about meals provided at the conference (where applicable) or a letter of invitation from the host institution in the case of research visits;
  - 9.6.4 Any other supporting documents.
- 9.7 Note on attachments: Quotations can be in PDF format or as screenshots (where the website URL and price are clearly visible). Editable formats such as Word documents and emails will not be accepted.
- 9.8 Should you not follow the guidelines for attaching the necessary documents; your application will not be considered.
- 9.8.1 \*Note: Applications that are incorrect/incomplete and validated by the Designated Authority (DA) will be set to “in progress” for reconsideration through the institution. NRF will not process any incorrect/incomplete travel applications or applications that have missing documentation. DA’s are requested to ensure all documentation are submitted correctly as per the guideline. All reset applications will only be processed under the next batch of submissions.**
- 9.9 \*NB: Please sign the declaration on the last page of these Guidelines and upload together with the documents mentioned above. Your application will not be considered without the signed declaration.**
- 9.10 Remember to submit your application on completion. Please notify your institution’s DA/grants office once you have submitted your application. (Abroad grantholders must notify the NRF once their application is submitted.)
- 9.11 Submitted applications will go to the host University for verification before being forwarded to the NRF for further processing. \*Not applicable to abroad grantholders.
- 9.12 Applications who do not meet the eligibility criteria will not be considered.
- 9.13 Please contact the university postgraduate office or research office if you have any queries. Abroad grantholders can contact the NRF directly.
- 9.14 Travel grant applications that have been validated and submitted to the NRF by your institution will be processed after the 20<sup>th</sup> of each month. For example, if your application is submitted by your

institution between 20 May and 20 June, the application will be processed in June. If however, your application is submitted by your institution after 20 June, it will only be processed in July.

**Note: It is the applicant's responsibility to ensure that his/her travel grant application is validated and submitted to the NRF by the institution timeously.**

## 10. Institution and Designated Authority (DA) Responsibilities

The primary responsibility of the institution is to check the travel grant application for completeness and ensure that information is in line with the NRF travel guidelines before validation.

Some checks include:

- Three (3) quotations need to be attached (transport, accommodation etc.)
- Star rating of accommodation
- Acceptance letter from conference stating that the applicant is presenting
- Confirmation of meals provided at the conference/workshop
- Duration of the conference/workshop
- Proof of registration fees
- Supervisor recommendation

\*The Institution/DA is responsible for validating and submitting both the travel grant application and travel report to the NRF.

**Note:** Should documents be missing or the application be incomplete, feedback will be sent directly to the DA for onward communication to the students/applicants. The NRF will not communicate directly with students.

**For more information, please contact your institution postgraduate/research office.**

## 11. NRF contacts:

General queries

Mrs Melissa Govender, Professional Officer – Grants Management and Systems Administration (GMSA). Telephone: +27 12 481 4311 Email: [melissa.govender@nrf.ac.za](mailto:melissa.govender@nrf.ac.za)

Ms Fulufhelo Malamatshe, Professional Officer - Human Infrastructure and Capacity Development (HICD). Telephone: +27 12 481 4166 Email: [fulufhelo.malamatshe@nrf.ac.za](mailto:fulufhelo.malamatshe@nrf.ac.za)

Abroad grant queries

Mr Walter Baloyi, Liaison Officer – Grants Management and Systems Administration (GMSA). Telephone: +27 12 481 4353 Email: [walter.baloyi@nrf.ac.za](mailto:walter.baloyi@nrf.ac.za)

## APPENDIX 1: NRF Subsistence Rates

\*Subsistence rate for local travel in South Africa = R250 per day

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>1</b>	Albania	<b>97</b>	<b>EURO</b>
<b>2</b>	Algeria	<b>110</b>	<b>EURO</b>
<b>3</b>	Angola	<b>135</b>	<b>USD</b>
<b>4</b>	Antigua and Barbuba	<b>135</b>	<b>USD</b>
<b>5</b>	Argentina	<b>133</b>	<b>USD</b>
<b>6</b>	Armenia	<b>135</b>	<b>USD</b>
<b>7</b>	Australia	<b>180</b>	<b>AUD</b>
<b>8</b>	Austria	<b>120</b>	<b>EURO</b>
<b>9</b>	Azerbaijan	<b>135</b>	<b>USD</b>
<b>10</b>	Bahamas	<b>135</b>	<b>USD</b>
<b>11</b>	Bahrain	<b>36</b>	<b>B DINARS</b>
<b>12</b>	Bangladesh	<b>79</b>	<b>USD</b>
<b>13</b>	Barbados	<b>135</b>	<b>USD</b>
<b>14</b>	Belarus	<b>62</b>	<b>EURO</b>
<b>15</b>	Belgium	<b>120</b>	<b>EURO</b>
<b>16</b>	Belize	<b>135</b>	<b>USD</b>
<b>17</b>	Benin	<b>89</b>	<b>EURO</b>
<b>18</b>	Bolivia	<b>78</b>	<b>USD</b>
<b>19</b>	Bosnia-Herzegovina	<b>75</b>	<b>EURO</b>
<b>20</b>	Botswana	<b>826</b>	<b>PULA</b>
<b>21</b>	Brazil	<b>347</b>	<b>Reals</b>
<b>22</b>	Brunei	<b>88</b>	<b>USD</b>

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>23</b>	Bulgaria	<b>91</b>	<b>EURO</b>
<b>24</b>	Burkina Faso	<b>58 790</b>	<b>CFA Francs</b>
<b>25</b>	Burundi	<b>73</b>	<b>EURO</b>
<b>26</b>	Cambodia	<b>99</b>	<b>USD</b>
<b>27</b>	Cameroon	<b>116</b>	<b>EURO</b>
<b>28</b>	Canada	<b>167</b>	<b>CAD</b>
<b>29</b>	Cape Verde Islands	<b>65</b>	<b>EURO</b>
<b>30</b>	Central African Republic	<b>94</b>	<b>EURO</b>
<b>31</b>	Chad	<b>120</b>	<b>EURO</b>
<b>32</b>	Chile	<b>128</b>	<b>USD</b>
<b>33</b>	China (People's Republic)	<b>127</b>	<b>USD</b>
<b>34</b>	Colombia	<b>94</b>	<b>USD</b>
<b>35</b>	Comoro Island	<b>120</b>	<b>EURO</b>
<b>36</b>	Cook Islands	<b>188</b>	<b>NZD</b>
<b>37</b>	Cote D'Ivoire	<b>119</b>	<b>EURO</b>
<b>38</b>	Costa Rica	<b>116</b>	<b>USD</b>
<b>39</b>	Croatia	<b>102</b>	<b>EURO</b>
<b>40</b>	Cuba	<b>124</b>	<b>USD</b>
<b>41</b>	Cyprus	<b>117</b>	<b>EURO</b>
<b>42</b>	Czech Republic	<b>90</b>	<b>EURO</b>
<b>43</b>	Democratic Rep of Congo	<b>135</b>	<b>USD</b>
<b>44</b>	Denmark	<b>892</b>	<b>Danish Kroner</b>
<b>45</b>	Djibouti	<b>99</b>	<b>USD</b>
<b>46</b>	Dominican Republic	<b>99</b>	<b>USD</b>

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>47</b>	Ecuador	<b>135</b>	<b>USD</b>
<b>48</b>	Egypt	<b>118</b>	<b>USD</b>
<b>49</b>	El Salvador	<b>98</b>	<b>USD</b>
<b>50</b>	Equatorial Guinea	<b>120</b>	<b>EURO</b>
<b>51</b>	Eritrea	<b>109</b>	<b>USD</b>
<b>52</b>	Estonia	<b>92</b>	<b>EURO</b>
<b>53</b>	Ethiopia	<b>92</b>	<b>USD</b>
<b>54</b>	Fiji	<b>102</b>	<b>USD</b>
<b>55</b>	Finland	<b>120</b>	<b>EURO</b>
<b>56</b>	France	<b>120</b>	<b>EURO</b>
<b>57</b>	Gabon	<b>120</b>	<b>EURO</b>
<b>58</b>	Gambia	<b>74</b>	<b>EURO</b>
<b>59</b>	Georgia	<b>95</b>	<b>USD</b>
<b>60</b>	Germany	<b>120</b>	<b>EURO</b>
<b>61</b>	Ghana	<b>130</b>	<b>USD</b>
<b>62</b>	Greece	<b>120</b>	<b>EURO</b>
<b>63</b>	Grenada	<b>135</b>	<b>USD</b>
<b>64</b>	Guatamala	<b>114</b>	<b>USD</b>
<b>65</b>	Guinea	<b>78</b>	<b>EURO</b>
<b>66</b>	Guinea Bissau	<b>59</b>	<b>EURO</b>
<b>67</b>	Guyana	<b>118</b>	<b>USD</b>
<b>68</b>	Haiti	<b>109</b>	<b>USD</b>
<b>69</b>	Honduras	<b>135</b>	<b>USD</b>
<b>70</b>	Hong Kong	<b>1 000</b>	<b>HKD</b>

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>71</b>	Hungary	<b>89</b>	<b>EURO</b>
<b>72</b>	Iceland	<b>16 601</b>	<b>ISK</b>
<b>73</b>	India	<b>5 852</b>	<b>Indian Rupee</b>
<b>74</b>	Indonesia	<b>86</b>	<b>USD</b>
<b>75</b>	Iran	<b>120</b>	<b>USD</b>
<b>76</b>	Iraq	<b>125</b>	<b>USD</b>
<b>77</b>	Ireland	<b>120</b>	<b>EURO</b>
<b>78</b>	Israel	<b>135</b>	<b>USD</b>
<b>80</b>	Italy	<b>120</b>	<b>EURO</b>
<b>81</b>	Jamaica	<b>135</b>	<b>USD</b>
<b>82</b>	Japan	<b>14 112</b>	<b>YEN</b>
<b>83</b>	Jordan	<b>135</b>	<b>USD</b>
<b>84</b>	Kazakhstan	<b>135</b>	<b>USD</b>
<b>85</b>	Kenya	<b>135</b>	<b>USD</b>
<b>86</b>	Kiribati	<b>178</b>	<b>AUD</b>
<b>87</b>	Kuwait	<b>40</b>	<b>Kuwait Dinar</b>
<b>88</b>	Kyrgyzstan	<b>135</b>	<b>USD</b>
<b>89</b>	Laos	<b>92</b>	<b>USD</b>
<b>90</b>	Latvia	<b>135</b>	<b>USD</b>
<b>91</b>	Lebanon	<b>135</b>	<b>USD</b>
<b>92</b>	Lesotho	<b>750</b>	<b>RAND</b>
<b>93</b>	Liberia	<b>112</b>	<b>USD</b>
<b>94</b>	Libya	<b>120</b>	<b>USD</b>
<b>95</b>	Lithuania	<b>120</b>	<b>EURO</b>

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>96</b>	Macau	<b>1 047</b>	<b>HKD</b>
<b>97</b>	Macedonia	<b>100</b>	<b>EURO</b>
<b>98</b>	Madagascar	<b>59</b>	<b>EURO</b>
<b>99</b>	Madeira	<b>120</b>	<b>EURO</b>
<b>100</b>	Malawi	<b>31 254</b>	<b>Kwacha</b>
<b>101</b>	Malaysia	<b>382</b>	<b>Ringgit</b>
<b>102</b>	Maldives	<b>135</b>	<b>USD</b>
<b>103</b>	Mali	<b>120</b>	<b>EURO</b>
<b>104</b>	Malta	<b>120</b>	<b>EURO</b>
<b>105</b>	Marshall Islands	<b>135</b>	<b>USD</b>
<b>106</b>	Mauritania	<b>97</b>	<b>EURO</b>
<b>107</b>	Mauritius	<b>135</b>	<b>USD</b>
<b>108</b>	Mexico	<b>1 313</b>	<b>Mexican Pesos</b>
<b>109</b>	Moldova	<b>117</b>	<b>USD</b>
<b>110</b>	Mongolia	<b>69</b>	<b>USD</b>
<b>111</b>	Montenegro	<b>94</b>	<b>EURO</b>
<b>112</b>	Morocco	<b>970</b>	<b>Dirhams</b>
<b>113</b>	Mozambique	<b>128</b>	<b>USD</b>
<b>114</b>	Myanmar (Burma)	<b>123</b>	<b>USD</b>
<b>115</b>	Namibia	<b>950</b>	<b>RAND</b>
<b>116</b>	Nauru	<b>179</b>	<b>AUD</b>
<b>117</b>	Nepal	<b>64</b>	<b>USD</b>
<b>118</b>	Netherlands	<b>117</b>	<b>EURO</b>
<b>119</b>	New Zealand	<b>187</b>	<b>NZD</b>

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>120</b>	Nicaragua	<b>90</b>	<b>USD</b>
<b>121</b>	Niger	<b>75</b>	<b>EURO</b>
<b>122</b>	Nigeria	<b>135</b>	<b>USD</b>
<b>123</b>	Niue	<b>187</b>	<b>NZD</b>
<b>124</b>	Norway	<b>1 120</b>	<b>NOK</b>
<b>125</b>	Oman	<b>52</b>	<b>Rials Omani</b>
<b>126</b>	Pakistan	<b>6 235</b>	<b>Pakistani Rupees</b>
<b>127</b>	Palestine	<b>135</b>	<b>USD</b>
<b>128</b>	Palau	<b>135</b>	<b>USD</b>
<b>129</b>	Panama	<b>105</b>	<b>USD</b>
<b>130</b>	Papa New Guinea	<b>285</b>	<b>KINA</b>
<b>131</b>	Paraguay	<b>76</b>	<b>USD</b>
<b>133</b>	Peru	<b>135</b>	<b>USD</b>
<b>134</b>	Philippines	<b>122</b>	<b>USD</b>
<b>135</b>	Poland	<b>88</b>	<b>EURO</b>
<b>136</b>	Portugal	<b>87</b>	<b>EURO</b>
<b>137</b>	Qatar	<b>432</b>	<b>Qatar Riyals</b>
<b>138</b>	Republic of Congo	<b>120</b>	<b>EURO</b>
<b>139</b>	Reunion	<b>120</b>	<b>EURO</b>
<b>140</b>	Romania	<b>85</b>	<b>EURO</b>
<b>141</b>	Russia	<b>120</b>	<b>EURO</b>
<b>142</b>	Rwanda	<b>101</b>	<b>USD</b>
<b>143</b>	Samoa	<b>193</b>	<b>TALA</b>
<b>144</b>	Sao Tome	<b>120</b>	<b>EURO</b>



	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>145</b>	Saudi-Arabia	<b>517</b>	<b>Saudi Riyals</b>
<b>146</b>	Senegal	<b>113</b>	<b>EURO</b>
<b>147</b>	Serbia and Montenegro	<b>83</b>	<b>EURO</b>
<b>148</b>	Seychelles	<b>120</b>	<b>EURO</b>
<b>149</b>	Sierra Leone	<b>90</b>	<b>USD</b>
<b>150</b>	Singapore	<b>180</b>	<b>Sing Dollars</b>
<b>151</b>	Slovakia	<b>102</b>	<b>EURO</b>
<b>152</b>	Slovenia	<b>106</b>	<b>EURO</b>
<b>153</b>	Solomon Islands	<b>1 052</b>	<b>Sol Isl Dollar</b>
<b>154</b>	South Korea, Republic	<b>155 106</b>	<b>Korean Won</b>
<b>155</b>	Spain	<b>112</b>	<b>EURO</b>
<b>156</b>	Sri Lanka	<b>100</b>	<b>USD</b>
<b>157</b>	St Kitts & Nevis	<b>135</b>	<b>USD</b>
<b>158</b>	St Lucia	<b>135</b>	<b>USD</b>
<b>159</b>	St Vince & Grenadines	<b>135</b>	<b>USD</b>
<b>160</b>	Sudan	<b>135</b>	<b>USD</b>
<b>161</b>	Suriname	<b>107</b>	<b>USD</b>
<b>162</b>	Swaziland	<b>818</b>	<b>RAND</b>
<b>163</b>	Sweden	<b>1 116</b>	<b>Swedish Krona</b>
<b>164</b>	Switzerland	<b>130</b>	<b>Swiss Franc</b>
<b>165</b>	Syria	<b>135</b>	<b>USD</b>
<b>166</b>	Taiwan	<b>3 505</b>	<b>New Taiwan Dollar</b>
<b>167</b>	Tajikistan	<b>97</b>	<b>USD</b>
<b>168</b>	Tanzania	<b>129</b>	<b>USD</b>

	<b>Country</b>	<b>DAILY ALLOWANCE</b>	<b>Currency</b>
<b>169</b>	Thailand	<b>4 802</b>	<b>Thai BAHT</b>
<b>170</b>	Togo	<b>64 214</b>	<b>CFO Franc</b>
<b>171</b>	Tonga	<b>251</b>	<b>PA'ANGA</b>
<b>172</b>	Trinidad & Tobago	<b>135</b>	<b>USD</b>
<b>173</b>	Tunisia	<b>198</b>	<b>TUNISIAN Dinar</b>
<b>174</b>	Turkey	<b>101</b>	<b>USD</b>
<b>175</b>	Turkmenistan	<b>125</b>	<b>USD</b>
<b>176</b>	Tuvalu	<b>193</b>	<b>Tuvala Dollar</b>
<b>177</b>	Uganda	<b>111</b>	<b>USD</b>
<b>178</b>	Ukraine	<b>120</b>	<b>EURO</b>
<b>179</b>	United Arab Emirates	<b>501</b>	<b>UAE DIRHAMS</b>
<b>180</b>	United Kingdom	<b>92</b>	<b>GBP</b>
<b>181</b>	Uruguay	<b>135</b>	<b>USD</b>
<b>182</b>	USA	<b>135</b>	<b>USD</b>
<b>183</b>	Uzbekistan	<b>80</b>	<b>EURO</b>
<b>184</b>	Vanuatu	<b>135</b>	<b>USD</b>
<b>185</b>	Venezuela	<b>135</b>	<b>USD</b>
<b>186</b>	Vietnam	<b>135</b>	<b>USD</b>
<b>187</b>	Yemen	<b>94</b>	<b>USD</b>
<b>188</b>	Zambia	<b>119</b>	<b>USD</b>
<b>189</b>	Zimbabwe	<b>123</b>	<b>USD</b>
<b>190</b>	<b>Other countries not listed</b>	<b>135</b>	<b>USD</b>
<b>191</b>	<b>Other countries not listed</b>	<b>120</b>	<b>EURO</b>

## DECLARATION

I, \_\_\_\_\_ (full name), ID number \_\_\_\_\_, hereby declare that I have read, understood and agree to the terms and conditions in the Student Travel Grant Guideline for 2017.

Grant number: \_\_\_\_\_

Value of travel grant applied for: \_\_\_\_\_

\_\_\_\_\_  
Grantholder signature

\_\_\_\_\_  
Date

### **CHECKLIST (tick where applicable)**

- 3 quotations for accommodation (from different service providers)
- 3 quotations for flights (from different service providers)
- Other quotations e.g. train tickets
- Proof of conference participation and conference registration fees
- Information about meals provided
- Letter of invitation from the host institution in the case of research visits