

Advisory Group on Administrative Training

Application for training funds

Please note that the AGAT training budget only includes funds for training academic-related staff in the Unified Administrative Service. It does not include funds for academic staff or assistant staff, or for the reimbursement of travel expenses, which should be claimed by submitting the usual expenses form.

Date of event	Amount requested	Name of Delegate or Applicant	Detail (e.g. name of conference, organising body, venue, or description of training material)

Contact Details

Name of applicant
Division / Section of the University Offices
Telephone number

Counter-signature of the Head of Section

The above activity would be useful training for the person(s) shown above, and would be a valid call on the funds available for training the University's academic-related administrative staff.

Name
Signature

ATTACH DETAILS OF THE EVENT OR MATERIAL APPLIED FOR

Please return the form to:
Secretary of the AGAT, Registry Division, University Offices, The Old Schools

For office use only

Acc.	Item	Job No.	Amount	Payee	Signature of authorisation
1AA	PH				

Please send the cheque to the Applicant / Payee