|  |  |
| --- | --- |
| **Project information** | |
| Type | ………. (Funded project or Hosted proposal writing) |
| Project/ hosted proposal ID | ………. |
| Title | ………. |
| PI name | ………. |
| Date | ………. |
| **Applicant information  (The team member who shall be funded for the conference registration)** | |
| Name | ………. |
| Email | ………. |
| Mobile | ………. |
| **Conference details** | |
| Name |  |
| Registration fees **($)** |  |
| **The required SmartCI departments approvals (if applicable)** | |
|  | |

**Cash Allocation Request**

**(Conference Registration Fee)**

**>> Directions:**

1. This form MUST be submitted by the PI via email: requests@smartci.alexu.edu.eg before doing any payments.
2. Please attach the paper acceptance email or the invitation to this request.
3. **In case of funded projects**, the PI MUST submit a separate Cash Allocation Request for each team member.