

Expense Claims

ARIES is keen to ensure that DTP students are able to access training and other opportunities across the Partnership and beyond, and so for these purposes, funding is available for travel, and, where necessary, accommodation and subsistence. However, for ecological and economic reasons, we will only reimburse expenses along the follow lines.

Non-RTSG expense claims should be sent to the DTP administrators at aries.dtp@uea.ac.uk.

In all cases, claims for travel and subsistence must be accompanied by tickets/receipts.

Travel

Students are expected to make use of public transport, where it is available, unless its use would result in considerable inconvenience or additional expense. Travelling expenses will ordinarily be reimbursed as follows:

Rail fares

The DTP will normally only reimburse Economy class tickets, which should be bought as far in advance as is reasonably possible, and using a 16-25 railcard (students are reminded that they can claim back the cost of a three-year railcard, or three one-year railcards if necessary).

Bus and Underground fares

As incurred. If using an Oyster Card, please attach your journey summary.

Taxi fares

As incurred, but only if there is no other means of transport or to save time if the urgency of the journey warrants it.

Private Transport

Students who use their private cars receive a standard mileage rate, except when journeys could reasonably and more cheaply have been undertaken by public transport, in which case the payment will not exceed the equivalent fare (as above). Note: if using public transport would have resulted in having to spend a night in a hotel (or similar), then this additional expense will be taken into account in calculating the equivalent fare.

The DTP encourages car-sharing where possible, and in cases where DTP passengers are carried, the standard mileage rate may be claimed by the driver if the total cost of public transport for the driver *and* passengers would otherwise have been equal to or greater than the University mileage rate.

Air fares

Air fares will only be reimbursed if the journey is impossible by rail and/or the total expenses including rail travel, hotels and meals would otherwise be close to, or in excess of, the air fare.

Other Expenses

Reasonable expenses necessarily incurred on meals or overnight accommodation will be reimbursed. The DTP will not normally reimburse expenses above the following limits:

Breakfast: £7.50 (where this is not included in the price of accommodation)

Lunch: £10.00

Dinner: £20.00

Overnight accommodation (outside London): £70.00 per night

Overnight accommodation (in London or similarly expensive cities): £100.00 per night

Please note that the DTP will not reimburse the cost of alcoholic drinks