

REQUEST FOR FINANCIAL ASSISTANCE (DTP-funded ARIES students only)

All requests for DTP financial assistance in excess of £500 must be submitted on this form. Please note that these funds are only available to DTP-funded ARIES students, i.e. students who hold an offer letter from the ARIES DTP to study for a PhD. If this does not apply in your case, and if the costs for which you are seeking funding cannot be covered by your RTSG, you will need to discuss possible alternative sources of funding with your supervisor. Please note that you must be up-to-date with your mandatory cohort training and TNA reporting to be eligible for DTP funds.

Supporting papers/documents may be attached. Please refer to the appended guidance notes re travel/subsistence costs. Applications for conference expenses should be submitted at least four weeks before the conference dates. **Retrospective claims will not be considered.**

Name of applicant:	
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Nature of application:	Conference (UK) <input type="checkbox"/>
	Conference (International) <input type="checkbox"/>
	Specialist training course <input type="checkbox"/>
	Other (please give details) <input type="checkbox"/>

Conferences: it is expected that students will explore other funding options before applying to the DTP (e.g. NERC, learned societies). If these options have been exhausted, apply here giving the name of the conference, location, date, and a web-link if possible.

We will normally only consider requests for international conference or meeting attendance where the applicant is presenting a paper or poster on their work, or where there is an exceptional requirement for their presence.

Specialist training: it is expected that students will attend training sessions at their host institute/university of registration wherever possible, or relevant NERC-funded advanced training short courses. **The need for external non-ARIES sponsored training – though not necessarily the means of delivery – should have been noted in a previous TNA.** You should give details of the course (title, venue, date[s], and web-link if possible) here. Importantly you should explain how this is important to your PhD training, and why this training can only be obtained from an at-cost provider. **Your supervisor must write in support of your request.**

Other requests: These will be considered on a case-by-case basis. **Your supervisor must write in support of your request.**

Details of application:

For specialist training courses only:

Was the need for this training identified in a previous TNA? YES/NO

Costs £ (itemised):

If you are claiming travel and/or subsistence costs, please read the guidance notes before completing this section.

Justification:

Supporting statement by supervisor:

Timescale of expenditure:

Have you previously received financial support from the ARIES DTP? If so, please give details:	
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Other organisations to which applications have been made together with response or date of response:	
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Total amount requested (£):	
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Signature of applicant: <i>(Sign and print)</i>	Date:
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Signature of supervisor: <i>(Sign and print)</i>	Date:
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Guidance for claiming travel and subsistence expenses

ARIES is keen to ensure that its 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