

DTP Expenditure

Guidance for PGRs

13/09/2022



ARIES is keen to ensure that DTP PGRs 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. In accordance with UKRI terms and conditions, all expenses must constitute a justifiable use of public money, with due consideration given to **value for money** and **environmental impact**. Thus, all expenditure must comply with the guidance within this document.

Please note that DTP funds may only be used while you are within the funded period of your PhD¹

Travel

PGRs are expected to make use of public transport where it is available unless its use would result in considerable inconvenience or additional expense. Further guidance on safety when travelling away from your usual place of work can be found on [our website](#).

Personal travel insurance cannot be claimed as an expense as your university or institution will provide cover for business travel. It is your responsibility to ensure that insurance cover is provided before travel takes place.

UK Travel

Travelling expenses will ordinarily be reimbursed as follows:

Rail fares

The DTP will normally only reimburse Standard class tickets, which should be bought as far in advance as possible and using a [16-25 railcard](#) (PGRs are reminded that they can claim back the cost of a three-year railcard, or three one-year railcards if necessary). Please note that mature PGRs may apply for a 16-25 railcard. Details are available on the [railcard website](#).

Bus and Underground fares

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

Taxi fares

As incurred, but only for journeys where:

- No other reasonable method of transport is available for all or part of the journey, and it is the most efficient and cost-effective method of transport; or

¹ Where conferences have been postponed due to the COVID-19 pandemic, DTP funds *may* be available for attendance. Please check with the ARIES office.

- Alternative methods of transport are impractical due to pregnancy, disability, illness or injury; or
- It can be clearly demonstrated that a taxi is the safest option.

Private Transport

Claims will be paid on 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 considered 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 standard mileage rate:

45p per mile for first 10,000 miles in the tax year
25p per additional mile in the tax year

The above is subject to a limit of 150 miles per return journey. For journeys in excess of 150 miles (roundtrip) 45p per mile will be paid for the first 150 miles and then 15p per additional mile.

Overseas Travel

Please ensure you have read your Institute's health and safety guidelines and policies relating to overseas travel. You should also check with your School/department for any University and departmental risk assessment rules concerning travel, along with the Foreign, Commonwealth and Development Office (FCDO) website for updates on the safety of overseas destinations (<https://www.gov.uk/foreign-travel-advice>). The DTP will not provide funding for overseas travel if the UK Government or FCDO advises against visiting the country or area concerned.

Cancelled travel arrangements

Where expenses have been reimbursed but travel arrangements are subsequently cancelled, PGRs should seek a refund from their provider for any unused train and flight tickets, hotel costs, conference fees etc. Any expenses that we can recoup in this way will go towards funding further training opportunities and support for DTP PGRs.

Conferences

ARIES expects the PGRs it funds to present their work at a major international conference or similar event (please note that international conferences are not necessarily located outside of the UK). It is expected that PGRs investigate all other possible sources of funding (travel bursaries from the conference organisers or from learned societies, early-bird registration, PGR discount rates, etc).

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:

Food

PGRs may claim the reasonable costs of meals taken during travel for training and/or study provided that they are absent from their usual place for work or study for a fixed period of more than five hours. Meal costs will be subject to the limits given:

Meal	Expenses Claim Limit
Breakfast (where not included in accommodation)	£7.50
Midday Meal	£10.00
Evening Meal	£25.00

Where a single claim is submitted for food costs for multiple PGRs, the names of the PGRs must be noted on the claim form and receipt(s). **Please note that the DTP will not reimburse the cost of alcoholic drinks or gratuities.**

Accommodation

All accommodation should be chosen with value for money in mind. Rooms should be booked as far in advance as possible and should be of a standard equivalent to Premier Inn or similar. Flexibility may be applied in certain circumstances and claimants should discuss this with the ARIES office in advance, for example when:

- Reasonably priced accommodation cannot be found
- Claimants have disabilities limiting their choice of accommodation

Claims for accommodation will be reimbursed up to the limits below:

Location	Expenses Claim Limit
London (or similarly expensive city)	£120
Outside London	£80
