

# DTP Expenditure

## Guidance for PGRs

01/10/2024



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.

### General Guidance

- Claims must be submitted to ARIES as soon as possible after the expense has been incurred to ensure prompt reimbursement.
- Expenses incurred outside of the funded period of your PhD may not be reimbursed.
- Original receipts must accompany all claims- either a pdf or a clear scan or photograph.
- Credit card slips or credit card/bank statements can only be used to evidence the exchange rate used and **cannot be accepted as a receipt** as they do not detail goods/services purchased.
- All receipts should include details of what has been purchased.
- If an itemised receipt is not provided, please request a copy from the supplier.
- Claims cannot be made on behalf of a third party.
- For further information on reimbursement of items not included below, please contact the ARIES administrative directly (aries.dtp@uea.ac.uk).

### 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.

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.

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.

### **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.

### **UK Travel**

Travelling expenses will ordinarily be reimbursed as follows:

## Rail fares

Standard class tickets must be booked 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](#).

Please attach your booking receipt or confirmation email as a pdf receipt. A clear photograph or scan of your ticket may be used if this includes the journey details and total fare.

## Bus and London Underground fares

If using an Oyster card or contactless payment, please create an online account via the Transport for London website before you travel to allow you to access your journey summary. Please attach your journey summary as your receipt with evidence of costs incurred. ARIES will not reimburse an Oyster top up, only the costs of charges.

## Taxi fares

Taxi fares can only be claimed 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
- 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.

Please request a receipt from the driver or attach an Uber journey summary.

## Private Transport & Use of Own Vehicle

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:

Mileage will be reimbursed at a rate of 45p/mile for the first 150 miles of each round-trip journey and a lower rate of 15p/mile thereafter.

Mileage claims must be accurate and supported by a screenshot of the journey on Google Maps or similar.

Reimbursement will not be made for fuel costs and only the driver can claim mileage for a journey.

## Car Parking

Reasonable car parking costs on visits and journeys may be claimed. Hotel parking costs may be claimed if they are charged separately on the bill.

## Toll Charges

Toll charges paid for during a journey may be claimed. Toll bridges or roads rarely give receipts therefore screenshot evidence of charges should be included on the expense claim. In this instance an accompanying bank/credit card statement should be included detailing the charge.

## 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.

## 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

PGRs may claim the reasonable costs of meals and/or accommodation taken during travel for training and/or study if they are absent from their usual place for work or study for a fixed period of more than five hours.

## Food

Meal costs will be subject to the limits given (Tips cannot usually be claimed unless added to the total bill and are therefore not optional.)

Meal	Claim Limit	Notes
Breakfast	£7.50	If staying in a hotel and breakfast is not included in the hotel room rate the cost may be claimed. Breakfast may also be claimed if a journey commences before 7am.
Midday Meal	£10.00	If travel has commenced before midday lunch may be claimed.
Evening Meal	£25.00	The cost of an evening meal may be claimed as part of an overnight stay.

Please note that these limits are not considered to be cumulative: i.e. if travelling for two days, if a meal were missed or full allowance was not used on day 1, the meal cost limitation on day 2 will still be as listed above, rather than the sum of the potential costs of days 1 and 2. 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 all accompanying itemised receipts submitted.

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

## 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, and claims should include the booking receipt or confirmation email:

<b>Location</b>	<b>Expenses Claim Limit</b>
London (or similarly expensive city)	£120
Outside London	£80