ARIES Expenses Policy

08/07/2026

ARIES is keen to ensure that ARIES 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, and at the latest within 1 month, of the expense being incurred to ensure prompt reimbursement.
- Expenses incurred outside of the funded period of your PhD will 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. Where this is accompanied by a receipt showing items but not payment, this can be used as evidence of payment.
- 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 team 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. Note that ARIES will not reimburse the cost of any congestion charge except in exceptional circumstances, e.g. the journey could not be completed on public transport.

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.

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 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.

ARIES encourages car-sharing where possible, and in cases where ARIES 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 milage for a journey.

Please note that the driver can be a non-ARIES person. An example of where this would be appropriate includes where the PGR has a disability meaning they are unable to drive or cannot drive a non-adapted vehicle. If in doubt, please do contact the ARIES Administrative Team for advice.

PGRs must ensure that their vehicle insurance policy provides full cover for the intended use of their vehicle, e.g. for business use, and that they have followed all relevant requirements for use of personal vehicles as set by their university and/or institute.

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, tunnels 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. ARIES encourages PGRs to avoid single use plastic wherever possible, e.g. by making use of refillable water bottles.

Food

Meal costs can be claimed where a student is travelling subject to the following limits. A PGR may be reimbursed for the reasonable extra cost of a meal and or refreshments for each day when away from their University or Institute for the whole or a substantial part of the day. Note that

- "substantial" in this context would mean at least 5 hours.
- "away from their university or institute" in this context would mean more than five miles (13 km) from the University or Institute.
- If absent from both home and your University or Institute for a period exceeding 12 hours in any one day, PGRs can claim reimbursement for the reasonable cost of both lunch and dinner.

Meal costs will be subject to the limits given (service charges and tips cannot usually be claimed unless they are compulsory.)

Meal	Claim Limit	Notes
Breakfast	£10	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	£7	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.

Where claiming for breakfast, lunch and dinner the rates above may be combined to a maximum per day of £42.

These limits are not cumulative: i.e. if travelling for two days and a meal allowance is not needed/claimed on Day 1, it will not be "rolled over" to Day 2, the meal cost limitations on Day 2 will still be as listed above. 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 our preference would be that ARIES PGRs pay, and submit an expense claim, for their own food costs and do not pay for the food costs of others.

Please note that ARIES will not reimburse the cost of alcoholic drinks regardless of your university or institute policy. This is because reimbursement for alcoholic drinks is prohibited by UKRI.

Accommodation

All accommodation should be chosen with value for money in mind. Rooms should be booked as far in advance as possible and, in general, 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 administrative team 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:

Location	**Expenses Claim Limit (per night)**
London (or similarly expensive city)	£160
Outside London	£110