

## ✓ What You *Can* Claim

### 1. Conference Participation (including International Conference participation)

You may claim for:

- Conference registration/attendance fees
- Essential transport
- Accommodation (economy-level)
- Meals where included in the conference package (no per-diem or personal food claims)

### 2. Travel to Access Research Data or Training

You may claim for:

- Economy-class travel (rail, bus, economy flights, see restrictions below)
- Local public transport
- Standard accommodation while conducting fieldwork or training
- Essential visa costs (where required for research)

### 3. Research Supplies and Equipment

You may claim for:

- Consumables and materials directly required for your research
- Small non-hardware research supplies (e.g., laboratory consumables, specialist materials)
- Specialized software required for the research project

You cannot claim books or computer hardware.

### 4. Essential Research Training

You may claim for:

- Fees for workshops, training courses, and skills development that directly support your research
- Travel required to attend such training
- Accommodation if training takes place away from your home institution

## × What You *Cannot* Claim

### Travel Restrictions

- No first-class or business-class travel (air, rail, or any other mode).
- No upgrades of any type (priority boarding, extra-legroom seats, lounge passes, etc.) unless required for accessibility reasons.
- For international flights and accommodation: these **MUST** be booked through Clarity Travel and cannot be expensed.

### Non-Eligible Purchases

- Books (including e-books)
- Computer hardware (laptops, monitors, tablets, etc.)
- Mobile phones, tablets, and accessories
- General stationery or office supplies
- Clothing or personal items
- Membership fees not directly linked to the funded activity
- Personal meals or food (unless part of a conference fee)

### Accommodation Restrictions

- No luxury or premium hotels
- No add-ons (spa, mini-bar, room service, etc.)
- Only standard accommodation necessary for the funded activity will be approved

### Other Non-Reimbursable Items

- Expenses for companions or family members
- Tourism or personal travel costs
- Alcohol
- Costs not pre-approved or not aligned with the activity described in your application

### Important Conditions

#### Applications Involving Overseas Travel

If your activity includes international travel, your application must:

- Explain why *travel is essential* and why a virtual/UK-based alternative is not possible

- Address sustainability considerations
- Be submitted at least six weeks before travel, to allow time for approval and overseas travel authorisation
- Include the Authorisation to Travel Overseas Form, available on the Graduate School Moodle site

### Funding Caps

- Most students: maximum £1500 across the degree
- UKRI-funded students (TECHNE/SENS): maximum £900

### Advance Notice

Applications should normally be made at least two months before the activity.

### Reimbursement After the Activity

- You must submit a Student Expense Claim Form with receipts and a copy of your approved RSDF application.
- Reimbursement is made to your bank account.
- International flights and international accommodation cannot be reimbursed, as they must be arranged through Clarity Travel in advance.

### If You're Unsure Whether an Item Is Eligible

Please speak with:

- Your Director of Studies, or
- Your School/Faculty Administrator, or
- The Graduate School

They can help clarify whether your planned costs can be covered before you apply.