

## Centre for Doctoral Training in Robotics and Autonomous Systems

### Guidelines for spending project grants for EPS funded students

#### Heriot-Watt led students – CDT RAS Phase I

Students who are funded by an EPS scholarship may apply to EPS for funding for travel. There is a limit of £1000 per annum per student during the period of funding (48 months).

Unfortunately, there is no budget for equipment or consumables.

Students who wish to attend a specialist training course must seek alternative sources of funding.

Since this budget is finite, students must get approval for ALL spend before they make any bookings.

**Note:** Since expenditure is being charged to EPS, final approval comes from the budget holder and not the CDT.

#### Process for booking travel **(please allow plenty time to organise this)**

Students who wish to travel to a conference must be presenting a paper and must get initial approval from their supervisor on the form at Appendix one. Please note that the Head of the Institute of Sensors, Signals and Systems is the budget holder, and he will be asked to provide the final stage of approval. Mirren McLeod will confirm when this approval is given.

Students who wish to attend a conference where they are not submitting a paper must seek alternative sources of funding.

Before arranging travel, students should read the [University Policy on Travel](#).

Please note that all overseas flights must go through the University Approved Travel Agents. Please contact the travel agents direct by emailing Alistair Gaeta at: [heriotwatt@keytravel.com](mailto:heriotwatt@keytravel.com) to request a quote for your preferred travel dates. If you don't already have a travel profile with Key Travel please email [Mirren McLeod](#) who will send you a link to create one.

Once you have finalised the quote with Key Travel please complete a travel requisition form, available from the CDT Admin office in the Robotarium or from the grey trays outside office EM 2.42. Bring the completed form to Mirren McLeod who will arrange for it to be signed by the budget holder.

The Admin Team will let you know once the forms have been signed off and you should collect them and take them to the EPS travel booker (Audrey Tainsh) in Earl Mountbatten Building room 2.42 who

will contact Key Travel to confirm and pay for the booking. **Audrey is available between the hours of 9.30am to 11.30am Monday to Friday.**

Please note that no payments can be made for travel unless you provide a completed travel requisition form that has been signed and dated by the relevant budget holder.

**Important note:** Before travelling fill in the [Travel Declaration Form](#). This must be filled in for all travel outside of Scotland.

Anyone travelling to a high risk country, or undertaking a non-standard activity, must complete a risk assessment and have it signed by their Supervisor. Forms are available from the CDT Administrative staff Anne Murphy and Mirren McLeod.

### **Process for conference registration (please allow plenty time to organise this)**

Please complete Appendix one and the Travel Requisition Form and get them fully approved. Please ensure you have created an account with the conference providers and then take your laptop along with the approved paperwork to the Institute Secretary, Ms Audrey Tainsh, who is based in Earl Mountbatten Building room 2.42. **Audrey is available during the office hours of 9.30am and 11.30am, Monday to Friday.** Audrey should be able to make payment on your behalf to allow you to complete registration.

Please note that no payments for conference registrations can be made unless you provide a completed travel requisition form that has been signed and dated by the relevant budget holder.

### **Process for booking accommodation**

Accommodation can sometimes be booked as a part of conference registration, in which case the process for conference registration can be followed.

If you are not able to book accommodation at time of registering for the conference, it is recommended that hotels are booked via the travel agents – see booking travel for details of the process.

If you wish to book your own accommodation directly, you can pay using your own credit card and claim the cost back. Alternatively, students can request an advance payment from Finance. Students who wish to request an advance should note that Accounts Payable office take **2-3 weeks** to process requests and it is recommended that any requests for advance payments are made as soon as possible. Forms are available from the CDT Administrative staff [Anne Murphy](#) and [Mirren McLeod](#).

### **Claiming expenses**

The University issued a new [Travel and Expenses Policy](#) in June 2018. Please refer to this before making any claims.

Expense claims must be submitted on the [student expense claims forms](#). Please make sure you complete the non-project tab.

Expense forms can be brought in person to the Robotarium in Earl Mountbatten and should include the following:

- Itemised receipts which should be sorted in date order and then clearly numbered, matching up the receipt with the line in the expense claim to make it easier to work out which receipt belongs to which line.
- Notes on the receipt to explain what the purchase relates to are always appreciated.
- Your receipts should be attached in order of reference number to the claim form.
- Paperclip (please do not staple) all of the pages together.

### **Foreign Currency Claims**

If you are claiming for a credit/debit card transaction you should use the rate that applies on the day you are completing your expenses claim. Please use [www.xe.com](http://www.xe.com) to get the rate and take a screenshot of this and include it with your expenses claim form.

### Appendix one

<b>Student name:</b>	<b>Category:</b>  Equipment <input type="checkbox"/>  Travel <input type="checkbox"/>  Consumables <input type="checkbox"/>
<b>Supervisor name:</b>	
<b>Budget code:</b>	
Describe what the budget is being used for including costs:	
Please justify this expenditure:	
Student signature: _____ Date: _____	
Supervisor signature: _____ Date: _____	

Note: This form needs to be signed in person by the supervisor. If the supervisor is not available to sign, they must add their name electronically and then e-mail the form to [mirren.mcleod@hw.ac.uk](mailto:mirren.mcleod@hw.ac.uk)