

Centre for Doctoral Training in Robotics and Autonomous Systems

Guidelines for spending project grants – Heriot-Watt led students

EPSRC and Industry funded students

Students who are funded by EPSRC or by Industry receive a grant of £14,500 towards their projects costs.

This grant is split as follows:

£10,000	<p>Equipment for project</p> <p>This covers small pieces of equipment that the student may need to purchase to carry out their research. An example of this is a small drone.</p> <p>If a student needs a specialist laptop for project purposes, this can also be procured under this budget. Students should agree the specification with their supervisor and then arrange to purchase the laptop via HWU Centre Administrator.</p> <p>Please note that any pieces of equipment purchased under these grants remain the property of the CDT.</p>
£3,000	<p>This covers travel to conferences and specialist training courses. Since this budget is limited, students should only use it to fund attendance at conferences if they are presenting a paper.</p>
£1,500	<p>This is intended to cover consumables such as books, computer software etc. Students should discuss purchases of books with their supervisor to ensure this budget is used for the most relevant ones. Students should also check that books are not available from the Robotics Library.</p>

Each EPSRC / industry funded student has a project code allocated to them and all project costs must be charged to this. This information has been provided in a separate e-mail.

EPS funded students

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

MACS funded students

Students who are funded by a MACS scholarship, may apply to MACS for project funding. They should also follow the MACS process for making purchases and organising travel. It is recommended that you also get approval for spending before you make any bookings.

Process for purchasing equipment/consumables for EPSRC and Industry funded students

Students should identify equipment required in consultation with their supervisor and complete the form at Appendix 1. They should complete the Request for Goods Form – <https://bit.ly/2hYmket> and return this along with completed Appendix 1 form to the HWU CDT Administrator, Mirren McLeod. The Administrator will then arrange for the purchase to be approved by the Centre Director and will arrange for goods to be purchased against the relevant project code.

Please note that students should not purchase equipment directly with the intention of claiming it back on expenses. Such expenditure will not be approved.

Process for booking travel and accommodation, and conference registration for EPSRC and Industry funded students

Students who wish to use their project funding to travel to a conference must be presenting a paper and must get approval from their supervisor on the form at Appendix one. Students who wish to attend a conference where they are not submitting a paper must seek alternative sources of funding.

Students who wish to attend a specialist training course may use their project grant to fund this but this expenditure must be approved by the student's supervisor on the form at appendix 1.

Before arranging travel, students should read the University policy on travel:
<https://bit.ly/2iiEsw9>

Before registering for a conference or booking travel complete a travel requisition:
<https://bit.ly/2tqVCPn>

Before travelling fill in the Travel Declaration Form:
<https://heriotwatt.info-exchange.com/TravelDeclaration>

Hard copies of the travel requisition form are also available in the grey trays outside office EM 2.42.

Please ensure that the project budget code (See Anne Murphy if you are not sure what this is) has been added and that the form has been signed by the relevant budget holder. Once

your form has been authorised you should contact the Institute Secretary: [Ms Audrey Tainsh](#) who is based in Mountbatten EM 2.42. **Audrey is available between the hours of 9.30am to 11.30am Monday to Friday.**

For **conference payments** please arrange to bring your laptop to EM 2.42 during the office hours stated above ready to make the registration payment. Please note that no payments for conference registrations can be made or travel booked by Audrey unless you provide her with a completed requisition form that has been signed and dated by the relevant budget holder.

Please note that **all overseas flights** must go through the University Approved Travel Agents. **It is recommended that hotels are booked via the travel agents.** If you wish to book your own accommodation direct 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.

Please contact the travel agents direct by emailing Alistair Gaeta at: heriotwatt@keytravel.com

You should provide preferred travel dates and ask Alistair to come back to you with travel options. Once you have agreed that the travel can be booked please ask Alistair to contact the travel booker for ISSS, Audrey Tainsh, direct for payment.

Anyone travelling out with the UK is required to complete a risk assessment questionnaire before they travel: <http://www1.hw.ac.uk/insurance/risk-assessment-travelmulti.htm>

Process for booking travel and accommodation, and conference registration for EPS funded students

Students who are funded by an EPS scholarship should follow the above process. The travel request form will need to be signed off by the Head of Institute.

If you have any initial questions regarding your travel and conference registrations you should contact the CDT Administrative staff Anne Murphy or Mirren McLeod in the first instance.

4. Managing project budgets

The Centre Administrator reviews project budgets every couple of months and will send students a report of expenditure with a copy to the first supervisor.

5. Claiming expenses

The University issued a new travel and expenses policy in October 2016. Please refer to this before making any claims <http://bit.ly/2iiEsw9>

Expense claims must be submitted on the student expense claims forms <http://bit.ly/2hYiJgB>. Please make sure you complete the correct tab (project or non project), this information was provided to you separately along with budget codes.

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

- All receipts should be clearly numbered with the number matching up with the line in the expense claim to make it easy to work out which receipt belongs to which line. The numbers on the receipts should also go in date order.
- 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 (don't 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 to get the rate and take a screenshot of this.

Appendix one

Student name:	Category: Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Consumables <input type="checkbox"/>
Supervisor name:	
Budget code:	
Describe what the budget is being used for including costs:	
Please justify this expenditure:	
If attending a conference, please check the box to confirm that you have updated Researchfish with the outputs <input type="checkbox"/>	
Student signature: _____ Date: _____	
Supervisor signature: _____ Date: _____	