

## Centre for Doctoral Training in Robotics and Autonomous Systems

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

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

Students receive a grant of £12,500 towards their project costs. This grant is split as follows:

£4,400	<p>This covers a specialist laptop and 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>Please note that any pieces of equipment purchased under these grants remain the property of the CDT.</p> <p>This budget can also be used 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>
£8,100	<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>

#### Process for purchasing equipment/consumables

Note: laptops can only be purchased from approved University suppliers. Please ask [mirren.mcleod@hw.ac.uk](mailto:mirren.mcleod@hw.ac.uk) for list of approved suppliers to allow you to select the required model.

Students should identify equipment required in consultation with their supervisor and complete the form at Appendix 1. 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 they should e-mail the form to [Mirren McLeod](mailto:Mirren.McLeod@hw.ac.uk).

Once the supervisor has approved Appendix 1, students should complete the Request for Goods Form – copy has been sent to you under separate cover but is also available from [Mirren McLeod](mailto:Mirren.McLeod@hw.ac.uk).

Submit the completed request for goods form with the completed Appendix 1 form to the HWU CDT Administrator, Mirren McLeod, who will get the purchase approved by the Budget holder and will arrange for goods to be purchased against the relevant project code.

**Note:** 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 (please allow plenty time to organise this)**

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](#).

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 contact [Mirren McLeod](#) who will send you a travel requisition form to be completed. 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. You should collect them and take them to the MACS travel booker in EM 1.13 who will contact Key Travel to confirm and pay for the booking.

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 provider and then take the approved paperwork and your conference login details to the MACS travel Booker in EM 1.13 who 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 (please allow plenty time to organise this)**

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](#).

#### **4. Managing project budgets**

CDT Administrative staff review project budgets every quarter 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 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.

**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)