## 

### Graduate School

## GRADUATE SCHOOL TRAVEL SUPPORT SCHEME

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| --- | --- |
| Name**:** | student number: |
| SCHOOL/DEPT**:** | EMAIL: |
| START DATE**:** | FULL-TIME/PART-TIME: |
| SUPERVISOR: | |

### Please provide details of how your doctorate is funded

|  |  |
| --- | --- |
| Fees: | My fees are fully funded  My fees are partially funded  My fees are not funded |
| Stipend: | I receive a stipend, £ [state here]  I do not receive a stipend |
| Please provide details of any funds you receive or can apply for (e.g. through a studentship, doctoral training partnership, etc) for training, development or travel.: |  |
| Are you a self-funded student? (Yes/No) |  |
| Have you previously received a Graduate School travel award? (Yes/No) |  |

### Details of planned travel

|  |  |
| --- | --- |
| Purpose: | Conference (attendance only)  Conference (presenting)  Data collection or fieldwork  Research visit |
| Location to which you are travelling: |  |
| Dates of travel: |  |
| Further details (e.g. name of conference, name of host organisation for research visits, details of the data you are collecting, etc.) |  |

### Travel benefit

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| Please provide a short case indicating the benefit to you of this travel (max 150 words). |
|  |

### Travel costs

Please complete the budget below.

|  |  |
| --- | --- |
| Travel breakdown | Cost |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Total travel cost: | £ |
| School contribution to travel: | £ |
| Other funding contributions: | £ |
| Remaining cost: | £ |

Notes on budget.

1. You are encouraged to travel by environmentally friendly modes of transport wherever it is cost-effective to do so.
2. Do not include other costs, such as hotel accommodation, subsistence, or visa expenses.
3. Do not include School contribution to costs other than travel.

See <https://www.reading.ac.uk/procurement/insurance/business-travel>

### Travel risk assessment

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| Please provide information on any risk involved in your proposed journey and indicate whether you have an authorised risk assessment.  For further information see <https://www.reading.ac.uk/health-safety-services/risk-assessment> |
|  |

### Applications in different years

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| If you are not in your 2nd/ 3rd year full-time, or 3rd/4th/5th year part-time, please make a brief case for why an exception is required. |
|  |

### Supporting documents

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| I attach a supporting statement from my supervisor (a) confirming that the School will provide a contribution to travel and (b) indicating whether I have an authorised risk assessment. (Your application will be rejected if you do not provide this.)  I attach a copy of my RRDP attendance.  I agree to produce a post-visit report within six weeks of my return. I understand some aspects of my report may be used in Graduate School promotional materials. |

### Signature

|  |  |
| --- | --- |
| Signed: | Date: |

This form should now be emailed, along with supporting documents, to Zala Lewis [gradschool@reading.ac.uk](mailto:gradschool@reading.ac.uk), by the relevant deadline.

Other Notes.

1. Applications which are received after the closing date, are incomplete, or relate to travel which is outside the specified period will not be considered.
2. You can only receive one award during your doctoral programme.
3. Applications cannot be made retrospectively.