

CDT in Applied Photonics Student Travel and Accommodation Policy

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This document is your guide for booking travel to conferences and claiming travel expenses. Links to the forms mention in the document can be found at [CDT in Applied Photonics - Guidelines and Resources](#)
If you have any questions, please contact the CDT Support Team at CDTphotonics@hw.ac.uk.

Actions for First Year Students

- **Set up a Key Travel Traveller Profile**
Your Traveller Profile must be in place in advance of any booking being made by the CDT Support Team via Key Travel – this takes 24-48 hours to appear after creation and so must be done in advance of any travel booking being made. **The CDT Support Team will send you a link to set up a Traveller Profile with Key Travel.**
- **Purchase a UK Railcard**
If you don't already have a Railcard ([Types of Railcard | Prices | National Rail - Railcard](#)), please buy one and claim the cost back from the CDT using an Expense Claim Form.

Timescales

We need to use EPSRC funding efficiently and take advantage of lower fares available by booking early. Therefore, all travel and accommodation must be booked at least one month in advance of travel, otherwise students will be liable to cover the full cost of travel to Professional Skills workshops and other CDT events, including the Summer School and CDT Conference, from their personal travel and subsistence (conference) budget.

Exceptions to this would be low cost local travel, for example traveling between Edinburgh and Glasgow for taught courses.

Conference Budget - Follow procedures of your host University

Students receive a personal travel budget of £4,000. This budget is controlled by your academic supervisor and covers:

- Registration, travel, and accommodation costs for attendance at national or international research conferences.
- Registration, travel, and accommodation costs for attendance at project specific training.
- Travel and accommodation for time spent at your host university for research activities (if you are normally based at your sponsor company), or time spent at your sponsor company for research activities (if you are normally based at your host university).

You should discuss with your academic supervisor and book any project specific training, conferences, travel, and accommodation through (and following the practices of) your host university which your academic supervisor will be able to inform you about. You should keep a record of your expenditure.

Heriot-Watt hosted students must complete a [Travel Authorisation](#) form and submit this to CDTphotonics@hw.ac.uk copying the email to the academic supervisor. All international travel and accommodation for HWU hosted students **MUST** be booked via Key Travel (HWU authorised travel booker) and the Planning Your Travel and Travel Declaration the Forms section of this document.

CDT Training Budget - Follow procedures of Heriot-Watt University

The cost of travel and accommodation for taught courses and professional skills workshops provided by the CDT is monitored by the CDT Office, and is separate to your personal conference travel and subsistence budget.

Travel for training provided by the CDT (for those based in Scotland)

- * You should pay for your own low-cost travel such as train tickets between Edinburgh and Glasgow, however you can submit an expense claim form to claim this back by sending digital copies of receipts to CDTphotonics@hw.ac.uk along with a completed Expense Claim form (Note: all claims must be submitted using the 'Project' tab of the Expense Claim form).
- * You can claim travel costs to Semester 2 courses if they are taking place in a different city to where you are based. For example, if you are based in Glasgow and attending courses in Edinburgh you can claim for the travel to Edinburgh. You cannot claim for travel when travelling from your home to another location in the same city. You should use the least expensive method of transport and submit the expense claim on a monthly basis.

Travel and Accommodation for training provided by the CDT (for those based outside of Scotland)

- * For training courses/professional skills workshops based at HWU, please contact the CDT Office, who will book and pay for your overnight accommodation (if required) at the Paul Stobart Hall on campus.
- * For training courses not based at HWU the CDT Office will book and pay for travel and accommodation that you have selected via Key Travel.
- * If travel and accommodation have been booked by students without going through the CDT Support Team you may not be refunded, you must be able to demonstrate via receipts that all travel bookings have been made at least one month in advance, as well as adhere to the HWU Travel and Expenses policy: [Travel and Expenses Policy](#). All claims must be made within three months.

Forms

The following procedures and forms must be used for expenditure from the **CDT Training Budget** and for **HWU hosted students Conference travel**.

- Prior to travel, all students must review the [Planning Your Travel](#) information. In addition, prior to bookings being made all students must submit a [Travel Declaration](#) form to activate university insurance for all international trips and UK overnight stays.
- All travel requests must be submitted to the CDT office with an accompanying Travel Authorisation form which is available at [CDT in Applied Photonics - Guidelines and Resources](#).
- If you are claiming expenses you must complete an Expense Claim form, and Student Bank Details form (the first time only). These forms are available at [CDT in Applied Photonics - Guidelines and Resources](#).
- All claims must comply with the Heriot-Watt [Travel and Expenses Policy \(hw.ac.uk\)](#).
- Students claiming mileage expenses using their own or hired vehicles must include a driver ID number on the Expense form, which can be obtained by completing the HWU [Driver Declaration form](#).

Sustainable Transport

We encourage you to make Sustainable travel choices, and we have flexibility in travel booking for training events, conferences, and summer schools (i.e. allowing additional overnight accommodation for wellbeing and/or sustainable travel purposes).