

CDT in Applied Photonics

Travel and Subsistence Budgets

CDTAP1

The Travel Authorisation, Expense Claim and Student Bank Details forms mentioned below are available at [Guidelines and Resources – CDT in Applied Photonics \(hw.ac.uk\)](#)

Link to [HWU Travel and Expenses Policy](#)

Students who started their studies before 1 September 2019 receive a personal travel and subsistence budget of £3,000.

The travel and subsistence budget is available to you for the duration of your study to support:

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

You are responsible for keeping track of all expenditure on this budget and all spend must be approved by your supervisors. Once you have obtained supervisor approval, please contact CDTphotonics@hw.ac.uk with a brief explanation of the proposed spend, attaching a Travel Authorisation form and copying your supervisors into the email.

For all students (HWU hosted and non-HWU), conference registration fees, travel to and from conferences and accommodation during the trip can be booked by the CDT office via Key Travel* or booked and paid for by you and claimed via the Heriot-Watt Student Expense Claim process.

Please keep all original receipts and send digital copies to the CDT Office along with a completed Student Expense Claim form. If you have not already provided your bank details to Finance, you will also have to complete a Student Bank Details form to enable payment of the expenses. Please note all expenses must be claimed back within three months.

*Key Travel (Key travel is the HWU authorised travel booker)

The CDT Administrator will send you a link to set up a traveller profile with Key Travel and information on how to use Key Travel.

The HWU [driver declaration form](#) must be completed by staff and students who wish to apply to be approved to drive University owned/leased/hired or private vehicles on University

All Travel and Expenses claims must comply with the [HWU Travel and Expenses Policy](#)

If you have any questions, please contact CDTphotonics@hw.ac.uk.

CDTAP2

The Travel Authorisation, Expense Claim and Student Bank Details form mentioned below are available at [Guidelines and Resources – CDT in Applied Photonics \(hw.ac.uk\)](#)

Link to [HWU Travel and Expenses Policy](#)

Conference Budget

Students who started their studies after 1 September 2019 receive a personal travel and subsistence budget of £4,000, which is controlled by your academic supervisor. This 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)

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 on. 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 travel and accommodation for HWU hosted students must be booked via Key Travel* (the university's authorised travel booker).

Training Budget

The cost of travel and accommodation for taught courses and professional skills workshops is monitored by the CDT Support Team and is separate to your conference travel budget above.

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 Support Team, who will book and pay for your accommodation at the Paul Stobart Hall on the Heriot-Watt Riccarton campus.
- For training courses not based at HWU the CDT office will book and pay for your travel and accommodation that you have selected via Key Travel*
- Travel must be booked via Key Travel* following submission of a Travel Authorisation form to CDTphotonics@hw.ac.uk.

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.
- It is possible to 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.

*Key Travel (Key travel is the HWU authorised travel booker)

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All Travel and Expenses claims must comply with the [HWU Travel and Expenses Policy](#)

If you have any questions, please contact CDTphotonics@hw.ac.uk.

How to use Key Travel- Information for CDT in Applied Photonics students

The CDT Administrator will send you a link to set up a Key Travel Traveller Profile. Instruction for setting up a Key Travel account below. Once you have set up your profile, it takes 24 hours to become active. After 24 hours please contact the CDT Administrator (CDTphotonics@hw.ac.uk) to verify your traveller profile has been set up successfully.

Key Travel should be used to decide on your preferred accommodation and travel requirements which can be shared with the Centre Administrator who can book these for you. You will not be able to book your travel directly as you are not a travel booker with Key Travel.

Open the [Homepage | Key Travel](#)

Choose the 'SIGN IN' button at the top of the page using your HWU email detail address and your Key Travel password that you set up when setting up your Traveller Profile

On Welcome page choose the 'BOOK ONLINE' option at the top of the page.

Choose the 'CONTINUE' button under the HWU logo

This will take you to the page where you can choose your travel or accommodation. At the top of the page there are icons of various means of travel at the top of the page where you can pick your travel type, eg Train icon . If you can't see the icon ensure that your page is full screen.

View options available then chose the preferred option and ADD TO BASKET then SAVE QUOTE

Share information with Centre Administrator (Louise Exton) using the Share option which is in line below the trip header. DO NOT CHOOSE 'book or hold' option.

You'll be asked who to share with and you should type Louise Exton and choose the name from the drop down menu then use the + option and Louise email address will appear in the box on the right and choose the send option.

Louise will receive this information and be able to book for you and will provide you with the information that you require for your travel.

LINK STATUS:

Email	Expiry Date	Status	Actions
francesca@keytravel.co.uk	27/10/2014	Open	<input type="button" value="Reset"/> <input type="button" value="Close"/>

Completing a traveller profile

Once you've clicked on the traveller profile link, a form will appear. Complete the details and submit.

Personal Details

This section requests information exactly as it is displayed on your passport. Please do not use nicknames or contractions (such as Bill for William) which do not appear on a passport, as that may incur airline penalties.

If you have been provided with a Redress number, generally issued by the US government, you can specify that information. Further information about a Redress number is available below the box.

PROFILE FORM

PERSONAL DETAILS

Important: Please ensure that the traveller name entered on this form is EXACTLY as they appear on your passport. Failure to do so may result in you being unable to travel or require the purchase of a new ticket.
 Due to airline specifications we require all data on this form to be completed using the standard UK alphabet and numbers. Any other characters including accents, numbers etc will be rejected (with the exception of email addresses).
 If any part of your name contains a hyphen then please exclude it. Example: Ryan-Jones should be entered as Ryan Jones. However, you may use hyphens in your email address.

Title*

First Name*

Surname*

Gender*

Date of birth*

Department*

Job Title*

Business Number

Home Number

Contact Details

Airlines often require contact details for travellers and the information used below will be provided to airlines when making a reservation. Key Travel only requires a business contact number, but other numbers may also be provided. Key Travel recommends providing a mobile number, which may be used to contact you in the event of travel disruption.

CONTACT DETAILS

*If you would like to change your email address, please contact your dedicated reservations team.

Business Telephone*	<input type="text" value="select"/>	<input type="text"/>	Business Email*	<input type="text"/>
Home Telephone	<input type="text" value="select"/>	<input type="text"/>	Personal Email	<input type="text"/>
Mobile Telephone*	<input type="text" value="select"/>	<input type="text"/>		

Passport Details

This information is mandatory, as it is required by many airlines. Key Travel supports the collection of data for a second passport, however the data you supply for your first passport is what will be used by default in bookings created.

As a service to you, Key Travel may notify you if your passport details are due to expire in the near future. Should you not wish to use this service, simply un-tick the corresponding box.

PASSPORT DETAILS

Passport details are required to fully advance passenger information. The information provided is transmitted using secure SSL connection.
 *The first passport will always be used unless specified during the initial enquiry stage with our consultants.

1st Passport Details

Nationality*	<input type="text" value="Select"/>	Passport Number*	<input type="text"/>
Expiry Date*	<input type="text" value="day"/> <input type="text" value="month"/> <input type="text" value="year"/>	Issue Date:	<input type="text" value="day"/> <input type="text" value="month"/> <input type="text" value="year"/>
<input checked="" type="checkbox"/> Please notify me via email when my passport is close to expiry.			
<input type="button" value="Add 2nd Passport"/>			

Travel Preferences

This optional information references your personal travel preferences such as aisle seat, vegetarian meal, etc. You may also supply information related to airline, car-hire company, hotel, or rail preferences.

AIR PREFERENCES

Seat Preference	<input type="text" value="Select"/>
Meal Preference	<input type="text" value="Select"/>
<small>Please detail your Air preferences below (i.e. aisle Preferred Airline(s), Cabin Class etc.)</small>	
<input type="text"/>	

CAR PREFERENCES

HOTEL PREFERENCES

RAIL PREFERENCES

Emergency Contact

Information given in this section remains on file in the event of an emergency. It is optional.

EMERGENCY CONTACT

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Telephone:	<input type="text" value="select"/>	E-mail:	<input type="text"/>

Frequent Flyer Numbers

Frequent flyer numbers specified will be inserted into bookings for those relevant airlines. Please ensure the details you provide are correct.

FREQUENT FLYER DETAILS

For Star Alliance, One World or Sky Teams members, please select the airline you joined the membership with:

<input checked="" type="checkbox"/>	1. Airline:	<input type="text" value="select"/>	Frequent Flyer Number:	<input type="text"/>
<input type="button" value="Add +"/>				

Security Question & Confirmation

Use this information to generate a unique question Key Travel can ask in case you have forgotten your password. This is an additional security step to safeguard your personal data.

You must also select the checkbox to indicate that the profile data is correct. This data will be used to make bookings for which you are the traveller. The information in the booking is passed to the airline, which may deny boarding or levy fines should the data provided be incorrect.

SECURITY DETAILS

Security Question:	<input type="text" value="Select"/>	Answer:	<input type="text"/>
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By ticking this box I confirm that the data provided is complete and accurate and I accept full responsibility for any inaccurately provided information.

<input type="button" value="Save Data >"/>	<input type="button" value="Cancel X"/>
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