

CDT in Applied Photonics Student Travel and Accommodation Policy

Last reviewed: 28 March 2023

There are different travel and subsistence arrangements for CDTAP students based on the date of commencement of studies. All students should read both the General section below, as well as the section relevant to their start date in the CDT.

General (applicable to all students)

Timescales

We need to use EPSRC funding efficiently and take advantage of lower fares available by booking early. Therefore, from 1 May 2023, 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.

If travel and accommodation have been booked by students without going through the CDT Office you must be able to demonstrate via receipts that travel all 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 \(hw.ac.uk\)](https://www.hw.ac.uk/travel-and-expenses-policy). All claims must be made within three months.

Forms

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. The Travel Authorisation form 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 [Travel and Expenses Policy \(hw.ac.uk\)](https://www.hw.ac.uk/travel-and-expenses-policy).

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](#).

Traveller Profile (Key Travel – the university's authorised travel booker)

While all international travel MUST be booked via Key Travel (if this is not done, expense claims may not be reimbursed), it is also preferred to book UK travel via Key Travel. A Traveller Profile must be in place in advance of any booking being made by the CDT Office 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 Office will send you a link, on request, to set up a traveller profile with Key Travel and information on how to use Key Travel.

Further Information

If you have any questions about the Student Travel and Accommodation Policy, please contact the CDT Office via CDTphotonics@hw.ac.uk.

CDTAP2 (students who started their studies after 1 September 2019)

Conference Budget

Students who started their studies after 1 September 2019 receive a personal travel and subsistence 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 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 international travel and accommodation for HWU hosted students MUST be booked via Key Travel (the university's authorised travel Booker) for which a Traveller Profile must be set up in advance (see General section).

CDT Training Budget

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 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 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 travel and accommodation that you have selected via Key Travel (the university's authorised travel Booker).
- 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 (Note: all claims must be submitted using the 'Project' tab of the 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.

CDTAP1 (students who started their studies before 1 September 2019)

Students who started their studies before 1 September 2019 receive a personal travel and subsistence budget of £3,000. The travel and subsistence budget supports the following for the duration of your studies:

- 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) or time spent at your sponsor company for research activities (if you are normally based at your host university).

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 completed [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 can be booked by the CDT office via Key Travel (the university's authorised travel booker) 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 (this only has to be done once, unless your bank details change). All expenses must be claimed back within three months.