SCHOOL OF MEDICINE DISCRETIONARY TRAVEL POLICY

1. **Introduction.** In this context ‘discretionary’ travel refers to the school paying the travel and subsistence (T&S) costs for staff members. The policy describes what T&S costs the school will support and the process to be followed. PhD students may use this form to apply for funds to attend conferences or lab visits, if awarded these grants may be made from endowed funds.

2. **Out of Scope.** This policy does not apply to:

   a. **School Business.** Attendance at a meeting where School of Medicine is a normal participant; GMC, MSC, Scottish Deans etc, etc. This is paid for by CMEDXX for school business or MEDSTU for student / admissions related business.

   b. **Grant funded T&S.** Where an existing grant will pay for travel and subsistence, approved by the grant holder.

3. **Eligibility for Discretionary Travel.** These notes are for guidance and reflect what will normally be supported, funds allowing. School and contract staff may claim costs for the following:

   a. **Conferences.** Attendance to give an oral presentation or a poster with oral component of original research work, of which the member of staff is the author or joint author; at a meeting of a learned society, academic conference, symposium etc of national standing to be held worldwide, with a view to publication of the work (costs will be met for only one contributor when presenting multi-authored work).

   b. **Development.** Making a maximum of one visit in each academic year to hear original contributions to learning at a meeting of a learned society academic conference or symposium held worldwide.

   c. **Establishment / Development of International Collaborations.** Cases will be considered where international collaboration has been set up or where travel is required to fulfil a grant but no travel component is available.

4. **Conditions for Discretionary Travel:**

   a. Under normal circumstances, individuals can only expect to be supported for a maximum of one conference in any one year.

   b. No more than one person can claim to attend the same meeting on the basis of one output, other than in exceptional circumstances.

   c. The school will not normally support more than 2 members of staff to travel to the same meeting.

   d. Awards are subject to funds being available.

   e. Funding can be used to match contributions from the applicants themselves or from other sources of funding. However, the total amount claimed from all sources must not exceed the total cost of participation at the event for which the funding is required.

5. **Value for Money.** The university policy on travel applies. The School expects that:

   a. For rail and air travel staff should book through DP and L in advance or should book Apex or on-line tickets and claim the costs.

   b. Staff can prove that the cheapest appropriate travel options have been used; only economy airfares at the cheapest rate will be re-reimbursed.
6. **Subsistence.** The school will pay for:
   
a. Taxi / bus travel at destination.

b. Parking charges at the event / airport.

c. Meals, if not provided at the event. There is no absolute value on what can be claimed but there is an expectation that no more than £20 per day will be supported.

d. The school will not reimburse alcoholic drinks.

7. **Travel abroad.** Those who are travelling abroad should complete a risk assessment, if required, and confirm that their itinerary / contact details are recorded by the school before their journey.

8. **Process.** The University travel policy and the University travel expenses policy give clear advice about what can be claimed and how to make a claim. The school process is shown below. Applicants should use the application form in then handbook:

9. **Accounts.** Staff with personal accounts should manage all the transactions for that event through their personal account. When approved a journal transfer will be made from MTRAVL to their personal account. Any other grants or awards will then be paid into the personal account. Any travel costs or claims for expenses are paid from that personal account. It is acknowledged that the personal accounts may be in the red for a period during this process. Staff members with no personal account will process all transactions through AMD0 MTRAVL.

10. **Reflection.** Those who receive a grant are expected to complete a short reflection on the activity. The format for this is in the handbook.