

COLLABORATIVE DOCTORAL PARTNERSHIP STUDENT TRAVEL POLICY



Introduction

The Collaborative Doctoral Partnership Consortium organises a tailored cohort development programme to support its students as they progress through the PhD and we very much encourage all students to participate. This cohort development programme is separate from training programmes that your individual institutions might offer.

The Consortium offers funding towards travel and accommodation costs incurred in participating in its cohort development programme. All events where CDP students are eligible to apply for this funding will be badged accordingly.

Travel

Students attending CDP Cohort Development events can be reimbursed for the cost of their travel. **The CDP Consortium administration will reimburse appropriate travel costs up to £120 (but not less than £15) per event**, depending on where you live in the UK.

1. **ALL** travel tickets to attend Cohort Development Events are purchased in advance by the CDP Co-ordinator on your behalf, providing adequate travel information is provided by the deadlines given. An email confirmation will be sent to you with instructions on how to collect tickets. You do not need to have the original payment card to collect tickets booked this way.
2. Where it is not possible to collect tickets from a station, arrangements can be made to have them mailed to you.
3. If the CDP Co-ordinator purchases your ticket and a discount has been applied as you have indicated you have a railcard, please ensure that you have it with you on the date of travel and that it has not expired.
4. If you miss the deadline for pre-booked tickets and purchase tickets yourself reimbursement will be at the discretion of the CDP Consortium. All requests for reimbursement must be supported by receipts for the whole journey.
5. Reimbursement of travel expenses for Student Led Events is often arranged differently and reimbursement may be through different channels. Each student led event will indicate what travel is covered and how to claim it.

Railcards

In most cases full time CDP students should be able to acquire a student railcard (see <http://www.16-25railcard.co.uk/using-your-railcard/are-you-eligible/>) If you are over 25 you can apply for a mature student railcard – **but please note the initial cost of buying the railcard will not be covered by the CDP Consortium!** We highly encourage you to avail of a railcard especially if you will be travelling a lot throughout your PhD.

Please note:

- Only standard class tickets on public transport can be obtained
- Tube tickets (unless they are part of the pre-booked long distance journey) will not be reimbursed
- Travel will only be reimbursed for journeys from your home/university to the training event
- Only travel within the UK will be reimbursed
- Car mileage, taxi fares and parking costs will not generally be reimbursed. If you believe your circumstances warrant an exception to be made (e.g. if you have a disability that would make it difficult for you to take public transport), please consult the CDP Co-ordinator for advice.
- Please note that if you use a contactless payment card you will need to provide the CDP Co-ordinator with proof of purchase if claiming a reimbursement.

We reserve the right to decline any expenses deemed to be unreasonable or that are not supported by receipts.

If you have any queries about this policy or feel your circumstances might require an exception to be made, please email the CDP Co-Ordinator: cdpadmin@vam.ac.uk

Hotels and Subsistence

The CDP Co-ordinator will organise hotel accommodation for Cohort Development Events only. The hotel will be located within a reasonable distance of the event venue (e.g. London Zone 1 for London training events). Where possible they will usually include bed and breakfast, but please note this cannot always be guaranteed.

Lunch is usually provided at all Cohort Development Events, some residential events also include group dinners, you will be advised at the time of booking. Outside of this other subsistence is not reimbursable whilst attending cohort development events.

In certain circumstances (e.g. Student Led Activities) the student can book their own accommodation in a reasonable quality hotel, providing the daily limit is not more than £100, or the limit set by the Student led event organisers. Reimbursement will only be made on the receipt of appropriate booking confirmations.

We reserve the right to decline any expenses deemed to be unreasonable or that are not supported by receipts.

Exclusions

The CDP Consortium does not cover transport and accommodation costs related to your on-going PhD project work as this is where funding (if available) from your cultural institution or University should be used.