Travel Guidelines for Research Students in the School of Computing Science

Updated: 05/09 2019

Note: this document is an addendum to the University Travel Polity (http://www.gla.ac.uk/media/media_435930_en.doc) detailing the travel guidelines for PGR students in the School of Computing Science.

Travel Arrangement
Travel should be booked through our preferred travel suppliers wherever possible. You can in extraordinary circumstances book your own flights and claim as expenses, however it is strongly advice that you book through the recommended providers.

UK Travel
For UK travel, please contact Clarity travel for quotes. Once you have suitable quotes, please forward these to your school transaction hub (please make clear which option(s) you have chosen) along with the project number to be used and an order will be raised on your behalf. If you have a flight in mind, you can send them relevant details for a live quote. Please note that quotations must be submitted to the hub in a timely manner, otherwise we may request that you get this requoted.

Phone: 0330 010 2165, Email: uog@claritytm.co.uk

International Travel
For international travel, please contact Selective travel for quotes. Once you have suitable quotes, please forward these to the school transaction hub (please make clear which option(s) you have chosen) along with the project number to be used and an order will be raised on your behalf. If you have a flight in mind, you can send them relevant details for a live quote. Please note that quotations must be submitted to the hub in a timely manner, otherwise we may request that you get this requoted. *Please note that travel is booked on economy class. If you have a request for premium economy or business class travel, please seek approval from the school and forward along with your travel request. As a general guide business class
or equivalent is acceptable if the department is willing to fund the cost and the point to point trip is of six hours duration or more.

Phone: 028 9044 2077  
Email: uog@selective-travel.co.uk

**Accommodation**
Accommodation should be booked through Clarity (Domestic) and Selective (International) whenever possible. You may in extraordinary circumstances book and pay your own accommodation (incl. Airbnb) and claim as expenses, however we strongly recommend using the University preferred supplies.

**Visas**
Travellers are responsible for acquiring their own visas – this can be organised through *Selective Travel*. Phone: 028 9044 2077, Email: uog@selective-travel.co.uk

**Travel Insurance**
For members of staff & PGR students on University related business: It is the responsibility of the traveller to ensure that they are covered by the University travel insurance for the duration of their trip. Please note personal holidays are not covered. The travel insurance online form can be managed by logging in using your GUID via the following link - [http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/forms/travelinsuranceform/](http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/forms/travelinsuranceform/). Please note that any private insurance that you arrange cannot be reimbursed.

**Conference Registration**
Most conference bookings can be paid by our purchasing cards. Please email details of the conference along with the project code to the school’s transaction hub, compsci-fintrans@glasgow.ac.uk It is helpful to have a login which can be passed on if the registration is lengthy – you can change the password thereafter. Sometimes it’s easier to visit the office and sit with a purchasing officer while they register you for the conference, so you can confirm the necessary options. Conference registrations may also be paid by personal card and claiming as expenses.
Expenses

Before travelling, make sure you are aware which expenses you can expect to be reimbursed. After returning from your travels, you can claim expenses via the following form [http://www.gla.ac.uk/media/media_90383_en.xls](http://www.gla.ac.uk/media/media_90383_en.xls) (for PGR student only). Expense claims must be made within three months of the expense being incurred. Expense claims out-with the time limit will be rejected.

Claims should preferably be for incidental expenses only as we recommend travel and accommodation should be pre-booked via the University preferred suppliers.

Credit card receipts alone are not acceptable – a detailed till receipt or invoice is necessary to provide the evidence required to claim the expense.

If your pre-approved budget includes subsistence, you may claim up to a maximum of £60 per day for subsistence when an overnight stay is involved and £20 per day for day trips (receipts must be provided in support of claims). Only reasonable alcoholic drinks may only be claimed as part of a meal.

Contacts:

For general assistance: Anastasia Fliatoura ([Anastasia.Fliatoura@glasgow.ac.uk](mailto:Anastasia.Fliatoura@glasgow.ac.uk)), School of Computing Science.

SoCS Transaction Hub Email: [compsci-fintrans@glasgow.ac.uk](mailto:compsci-fintrans@glasgow.ac.uk), room 422, Mathematics and Statistics building.