

Travel Funding Allocation Policy

As PhD travel funding is finite, we wish to put forward the following allocation policy with effect from November 2002:

- Students are *normally* allocated a maximum of three trips during the duration of their PhD study.
- One of those trips may be for 'training' purposes. That is, they are attending a conference or meeting to establish contacts, learn about the subject etc. All other trips must be to a respected conference where the student's work has been accepted for publication and has been refereed.
- Students must demonstrate good practice, in that they need to verify that they can support their attendance before submitting a paper. This is both for our purposes and for the conference organisers etc. This is done in conjunction with the Supervisor(s).
- Each trip's funding is capped at £500 for a trip in Europe and £700 for a non-European trip.
- Alternative sources of funding that the student should have sought as well as this source. E.g. Royal Academy of Engineering, British Council, Royal Society,
Old Centralians' Trust fund
(<http://www3.imperial.ac.uk/engineering/about/alumni/cgca/octrust/>)
and EPSRC travel fund
(<http://www.epsrc.ac.uk/WebSite/default.aspx?ZoneID=2&MenuID=1087>)
- Funding applications are in advance of the trip and must reach the Dep. PG tutor (Julie McCann) by the 15th of the month for processing. Failure to do so may mean that funding is not granted due to budgetary restrictions.

As with all policies special cases will arise and these will be dealt with on an individual bases.