



# Scottish Universities Physics Alliance

## Travel Policy

### 1. Purpose

The Scottish Universities Physics Alliance (SUPA) is funded by contributions from our university partners. To ensure these funds are spent effectively and efficiently, SUPA requires justification for all expenditure.

While SUPA primarily provides online courses and content for the Graduate School, a minority of courses and events take place face to face, for which SUPA can provide funding for travel expenses. This policy outlines what expenses SUPA can fund and the claim process.

This policy applies to all members of the SUPA community, whether students or staff.

### 2. Role of those travelling

When travelling for attendance at a SUPA activity, travelers must:

- Engage and book all travel in line with the expectations and guidance of your own institution.
- Ensure that economy class is the selected class of travel. First class travel will not be funded unless there are exceptional circumstances (see below) and at the discretion of the SUPA Operations Manager.
- Strike a balance between cost and time. Public transport (e.g., trains, buses) is the preferred option. Taxis and personal or hire cars should be used as a last resort and the reasons why they are requested should be outlined in your request.
- Have downloaded any safety app that their institution uses, e.g., SafeZone at University of Glasgow and Heriot-Watt.

### 3. Role of SUPA

SUPA will approve or deny travel requests within two calendar weeks of the request being received unless that week includes bank holidays or university closed days.

### 4. Accommodation

Accommodation is only provided by SUPA in exceptional circumstances. Accommodation for those travelling within the central belt will not be accepted unless there are exceptional circumstances (see below).

Travelers should restrict their accommodation to comply with their University's own travel policy relating to maximum allowed cost.

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## **5. Exceptional Circumstances**

### **5.1 EDI considerations**

Where additional costs may arise from a consideration relating to equality, diversity, and inclusion, these may be approved at the discretion of the SUPA Operations Manager. Please use the application form to outline what the additional costs are for; you do not need to tell us why you need them.

### **5.2 If your preferred option is no longer available**

We understand that travel can be disrupted for many reasons including inclement weather and strikes. If this happens, SUPA requests that travel be delayed or cancelled, rather than moving to a more expensive or less sustainable option. Where SUPA courses cannot be attended due to these reasons, the student should, in the first instance, inform the course lecturer of their absence, and enquire how any missed time can be caught up.

## **6. Spouses and partners**

SUPA cannot fund travel for spouses, partners, or children. If they are required to travel with you, please speak to your own University for how best to do that.

## **7. Information required for all requests**

The following information will be required at the time of making your funding request to SUPA:

- Name, email address and institution of the traveler requesting the funding
- Names of others included in the travel (if the request is for coach hire, this step can be missed)
- Date of travel
- Reason for travel
- Method of travel
- Projected cost (including any exceptional circumstances raising the cost)

All requests must be submitted using the online form. This form sits within the University of Glasgow subscription to Microsoft Office. Your data will be held until your travel claim has been processed by your university, typically August of each year. A summary of costs may be kept, with identifying information removed, for up to 6 years. This will help SUPA understand the volume and cost of SUPA-related travel and help with planning future budgets.

## **8. Claiming travel funds**

All claims for approved SUPA-related travel must be made through your own University. Include on your University's form that the travel was for a SUPA event. This will ensure that SUPA reimburses your University. Claims must be submitted to your University within a reasonable time, preferably within one calendar month of the date of travel. Claims that are made too late for your University's system may not be reimbursed by SUPA.

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