



King's College
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Travel Grants for Graduates

King's graduate students may apply for travel grants to travel **abroad**. These grants are subject to the following conditions, and are considered on an individual basis:

- Your application must be authorised before expenses are incurred.
- You cannot be in arrears on your Tuition and College Bills. (Exceptions may be granted by the Financial Tutor in special circumstances.)
- If you are externally funded (by e.g. the Gates Foundation), you must demonstrate that you have first applied to your external funding body to cover the expenses in question.
- You should provide full details of the proposed travel abroad (e.g. itemised expenses, receipts as soon as available, conference to be attended, title of paper to be delivered). *The College reserves the right to claim back any funding it has provided that cannot be substantiated via receipts.*
- If you are on a one-year postgraduate course, the maximum grant you can apply for (either from the fund for travel abroad or from the Graduate Student Fund) is £350.
- If you are in the first year of your PhD studies, the maximum grant you can apply for is £350 (either from the fund for travel abroad, or from the Graduate Student Fund). However, for the duration of your graduate studies, up to the point of thesis submission, the College is able to support students to the total amount of **£1,400** (This figure includes £400 from the Graduate Student Fund).
- If awarded the grant, you must carry out the proposed travel (otherwise the full amount awarded will have to be repaid.)

Grants will usually be for travel abroad directly relevant to your research, but may be for general educational purposes e.g. to explore the culture of an unfamiliar country. Travel to conferences abroad will normally only be funded if you are presenting a paper. It must be shown that the conference is an important event that will introduce you to new research and essential professional contacts. Study or training in foreign universities may also be funded if it is deemed essential to your research. All applications must be supported in writing by your supervisor. The Financial Tutor considers the financial circumstances of applicants, and the educational value and cost of the proposed travel, in deciding the amount awarded.

- Note: These grants are not intended to fund research that is a required part of a course of study (e.g. obligatory field work or training courses stipulated by the faculty). In such cases, funding should be secured from the department/faculty requiring the travel.

How to apply

Application forms can be found on the King's Intranet site under -For Students – Graduates – College Grants for Graduates. Once you have completed the form, obtained the necessary written statement from your supervisor, and completed the BACS form, send all the documents to Maria Bossley, the Financial Tutor's Secretary, in F1. You will normally be informed within two weeks whether the application has been approved. If successful the money will be paid directly into your bank account, according to the details on the BACS form. Subsequently you must justify the claim using the Itemised Receipt Form.

Dr Tim Flack
Financial Tutor