



**CENTRE FOR DOCTORAL TRAINING IN OIL & GAS
TRAINING ACADEMY TRAVEL & SUBSISTENCE POLICY**

This policy covers travel related to the NERC CDT Training Academy activities, all of which are funded by our industry sponsors BG Group, BP, ConocoPhillips, E.On, Maersk Oil, OMV, Shell, Statoil and Total. There are separate sections for CDT students and for individuals contributing/presenting to the student cohort at one of these activities.

1. General Principles

NERC's own travel policy is based on a hierarchy of modes of travel and Travel Plans must contain measures which promote the uptake of transport modes towards the top of this hierarchy:-

- **Walk** (or run) – the healthiest and cheapest form of transport with negligible carbon emissions. Viable for journeys up to 2km
- **Cycle** – a healthy and cheap form of transport, negligible carbon emissions, reliable and flexible for journeys up to 5km
- **Bus, rail and public transport** – the preferred choice for essential medium to long journeys.
- **Hire car** – if travel by public land-based transport is not a viable option, a hire car may be used provided it can be justified. Sharing a car with fellow travellers is also important as is selecting the most appropriate hire vehicle
- **Private car** – only when hire car option is not viable and share whenever possible. Mileage is reimbursed at 30p per mile
- **Air** – the absolute last resort, high carbon emissions, high in cost, but may sometimes be cheaper in monetary terms than rail and more time-efficient
- **Taxi** – use of taxis should be avoided unless absolutely essential and it allows the use of a more preferable method of travel further up the hierarchy

When choosing any mode of public transport, individuals should use the most economic means and class of travel. Usually this will be second class, economy/APEX class or equivalent, but depending upon the journey and period of advance booking, the best rate may be achieved through a combination of different ticket types. Any requests to travel first/business/club class must be directed to the NERC CDT Manager, Lorna Morrow, before the booking is made with documentary evidence supporting the request e.g. cheaper than second class fare at time of booking, medical condition.

Ticket stubs or receipts must be attached in support of any expense claim. Many railway tickets are retained at the end of the journey by automatic barriers so a receipt should always be requested at the point of purchase. If the ticket is booked online as an e-ticket, i.e. there is no separate, physical travel voucher issued, a copy of the booking web-page should be printed and attached to any claim.

2. CDT students

2.1 Travel

Travel to and from Training Academy activities should be reimbursed from the Research Training Support Grant (RTSG) element of the studentship (£5k per annum) in the first instance. Each institution will provide the CDT Manager with an annual breakdown of RTSG costs incurred in the

academic year and if sufficient long-term funds are available in the Training Academy account, these costs will either be fully reimbursed, or each student will receive an equal contribution to cover these expenses.

While attending Training Academy events, all transport costs to and from the accommodation and venue(s) will be covered by the Training Academy. This will normally be by public or private hire bus. Taxi fares incurred during the course of the event will be reimbursed in exceptional circumstances only.

2.2 Accommodation & Subsistence

Accommodation will be provided by the Training Academy from the evening before the start of any course. Accommodation is based on double occupancy of rooms in either a hotel, guest house or apartment depending on the length of the course, available accommodation options at the time of booking and cost. Additional nights' accommodation will be considered in special circumstances e.g. if the course end time does not allow an individual to return to their home institution on the course end date, course scheduling means an individual travelling long distances to their home institution and then on to a new venue and the costs of the additional accommodation is a reasonable balance with the expense and time involved in returning to the home institution.

Accommodation in a hotel or guest house will include breakfast but students will be expected to make their own arrangements for breakfast when apartment accommodation is used. Students will be provided with one hot meal per day of the course, either as part of the event catering or by means of a voucher redeemable locally. The suggested amount for this subsistence is £7 per person. Students may present additional claims for subsistence while away from their home institution in accordance with that organisation's expenses reimbursement policy and may take these expenses from their RTSG allowance with the agreement of their supervisor.

Incidental expenses incurred by individuals during their stay e.g. newspapers, laundry costs are not reimbursable and are charged to the individual's personal account.

3. Training Academy presenters/contributors

3.1 Travel

The Training Academy will reimburse contributors to their activities for reasonable travel costs in adherence to the General Principles above. Expenses should be claimed from the institution hosting the event in accordance with their reimbursement process. That institution should include the expenses in their invoice to the Training Academy at the conclusion of the event.

3.2 Accommodation

Accommodation will be provided on a bed and breakfast basis and does not include incidental expenses such as newspapers or minibar. Hospitality will be offered during the course of the day's event but other subsistence is the responsibility of the individual and/or the institution hosting the event.