



## GW4 PGR Travel Bursaries - Application Guidelines

### Purpose

Travel bursaries are available to GW4 PGRs to reimburse travel and, where appropriate, accommodation expenses to take advantage of [GW4 Treasures](#) and [Shared Equipment](#). Depending on your home institution and destination of travel, the normal **maximum amounts of funding** are displayed in the tables below.

Travel only:

	To	Bath	Bristol	Cardiff	Exeter
From					
<b>Bath</b>		x	20	40	60
<b>Bristol</b>		20	x	30	50
<b>Cardiff</b>		40	30	x	70
<b>Exeter</b>		60	50	70	x

Travel and accommodation:

	To	Bath	Bristol	Cardiff	Exeter
From					
<b>Bath</b>		x	50	70	90
<b>Bristol</b>		50	X	60	80
<b>Cardiff</b>		70	60	x	100
<b>Exeter</b>		90	80	100	X

### Eligibility

Applicants must be registered at a GW4 university (Universities of Bath, Bristol, Cardiff and Exeter) at the time of travel. You should aim to apply **at least 1 month before** you plan to travel if this is possible.

### Selection Criteria

Please make every effort to get support from other sources available to you before you apply. In the application form you are asked to submit a brief rationale on how the resource/training to which you are travelling is relevant to your research. A statement from your supervisor confirming the above as well as a lack of departmental or faculty funds to cover these expenses is also required.

### Reporting and feedback

Travel grants are awarded on the condition that successful applicants will provide feedback to GW4 through our report form **within one month** of travelling. If you are awarded other funding and no longer need this bursary, please inform [the GW4 PGR team](#) immediately, so the money can be used to fund another student.

### Guidelines for travel and accommodation reimbursement

To ensure that they will be reimbursed, successful applicants must heed the following guidelines:

- Please note that only travel and potentially accommodation (if agreed) are eligible costs for reimbursement, **not**, however, subsistence or usage costs.
- You will receive an expense claim document in electronic form, which you will need to fill in correctly, sign, scan, and return to the below address **within 5 business days** of travelling.
- Students must travel by the most direct and best value route: The mode of transport chosen should be the most cost-effective and unreasonable expenses which could have been avoided had a journey been better planned may be refused. Mileage and parking cost will be reimbursed at the same rate as travel costs on public transport (as shown above).
- Where a choice of accommodation is available (and reimbursement for accommodation has been agreed), you should choose the cheapest option.
- Itemised receipts are required for all reimbursed expenditure. Credit card receipts and copies of credit card statements will not be accepted as evidence of travel.

If you have any questions, please contact the GW4 PGR Coordinator at [gw4-pgr@bristol.ac.uk](mailto:gw4-pgr@bristol.ac.uk) or 0117 9289153.