# Department of Computer Science

Royal Holloway University of London

**Staff Request for departmental travel support**

**Applicant:**

**Status:** Established staff / Non-established staff

**Destination:**

**Purpose:**

*If the event is a conference, please give the title, venue and dates. Please also give details of your role at the conference, for example as organiser, session chair, presenter or simple attendee.*

**Summary of costs:**

*If the event is a conference, please show separately the registration fee, the accommodation cost and the travel cost.*

**Supporting statement:**

*Please give a short statement describing the importance of this trip with respect to the criteria overleaf, and a note of any other funding avenues that you have explored.*

**Today's date:**

*Please complete the form and send electronic copies to (i) the Director of Research (Kostas Stathis), (ii) the Head of Department (José Fiadeiro) and (iii) the departmental office.*

*Notes on supportable activities and the decision criteria will be found overleaf.*

# Guidelines for applying for departmental travel support

# A– Established staff

In general, support is appropriate for:

(i) the presentation of research papers of *sufficiently high significance*,

(ii) research networking leading to collaborations and towards funding opportunities, and

(iii) where staff are developing into new fields, pump-priming attendance at major conferences.

An ***overriding principle*** is that travel money be part of grant applications, and the grant resources should be drained first. However, grant expenditure must support audit by funders, and as such earmarked funds must be spent only as proposed. The PI share of overheads can be more freely used and should be deployed before making a call on departmental funds.

# B– Non-established staff

Travel for non-established staff will normally be drawn from the travel budget of the associated project.

# Research travel etiquette

The department cannot necessarily bridge all of the gaps between an individual's grant income and their opportunities to travel. Where there is insufficient grant income and free-spend to underwrite travel costs, applicants must receive departmental travel approval before making conference submissions.