RO17 - Postgraduate Researcher (PGR)/Graduate Teaching Assistant (GTA) Travel Authorisation and Funding Instructions

These instructions should be read in conjunction with the form RO16 - Postgraduate Researcher (PGR)/Graduate Teaching Assistant (GTA) Travel Authorisation and Funding Form, which has been created to allow PGRs and GTAs to:

* Obtain agreement from your supervisor and Head of School (HoS) that your proposed trip supports your research;
* Identify the necessary expenditure and gain approval from the budget holder;
* Obtain agreement from the University via the Pro Vice Chancellor, International Development (via the Executive Support Office (ESO)) that the trip can take place.

Please note that if you are a PGR/GTA travelling on behalf of the University in your role as an employee of the University, you will need to complete the [Staff Travel Authorisation and Funding Form](https://www.yorksj.ac.uk/finance/finance-forms/) which can be located via the “Travel” section of the Finance Forms.

As soon as an overseas trip has been identified, you should:

* Discuss this with your supervisor/HoS;
* **If you are a Tier 4 PGR/GTA, you must:**
  + **Confirm the impact of your visit and any potential restrictions with** [**Visa and Compliance Team**](https://www.yorksj.ac.uk/international/who-we-are/visa-and-compliance-team/)**;**
  + **Complete a** [**Tier 4 Postgraduate Researcher Absence Request Form**](https://yorksj.funnelback.co.uk/s/redirect?collection=yorksj-meta&url=https%3A%2F%2Fwww.yorksj.ac.uk%2Fmedia%2Fcontent-assets%2Fregistry%2Fresearch-degrees%2Fysj-page%2FTier-4-PGR-Absence-Request-Form.docx&index_url=https%3A%2F%2Fwww.yorksj.ac.uk%2Fmedia%2Fcontent-assets%2Fregistry%2Fresearch-degrees%2Fysj-page%2FTier-4-PGR-Absence-Request-Form.docx&auth=Q1FkfP83I7lY30Mc2E%2Fb2A&profile=_default&rank=11&query=06+tier+4+absence)**.**

## How to Complete RO16 - Postgraduate Researcher (PGR)/Graduate Teaching Assistant (GTA) Travel Authorisation and Funding Form

|  |  |
| --- | --- |
| **Section** | **Completed By** |
| Section 1 – Details of Your Trip | PGR/GTA |
| Section 2 – Supervisor Approval | Supervisor |
| Section 3 – Head of School (HoS) Approval | Head of School |
| Section 4 – Approximate Cost Breakdown | This section is to be completed in conjunction with the budget holder (i.e. School, Project Lead, Research Office) to discuss the potential costs incurred. Any travel and accommodation charges must be from the University’s approved travel agent. |
| Section 5 – Budget Holder Approval | Budget Holder once costs have been agreed. |
| Section 6 – Overseas Travel | PGR/GTA   1. [FCO](https://www.gov.uk/foreign-travel-advice) approved travel destinations to be checked by PGR/GTA; 2. [FCO](https://www.gov.uk/foreign-travel-advice) approved travel destinations to be checked by ESO. |
| Section 7 – Accommodation Details | PGR/GTA |
| Section 8 – Emergency UK Contact | PGR/GTA |
| Section 9 – Pro Vice Chancellor, International Development Approval | PGR to send the completed form to [ESO@yorksj.ac.uk](mailto:ESO@yorksj.ac.uk) to obtain PVC, International Development agreement. |

Once confirmation has been received from ESO the PGR/GTA should then:

1. Approach the budget holder to book travel via the University’s preferred travel partners.
2. Upon returning to the UK, any costs incurred can be reclaimed in the normal way using the [expenses claim form](https://www.yorksj.ac.uk/finance/finance-forms/) found under “Students”. [Travel and subsistence allowance](https://www.yorksj.ac.uk/finance/expenses/staff-expenses/travel-and-subsistence-rates/) will only be reimbursed up to the approved amount. All claims must be accompanied by a fully completed RO16 Form, claim receipts, supervisor approval and if applicable a fully completed Tier 4 Absence Request Form.

**If approval is not given for sections 2, 3 and 7, the budget holder will not be able to reimburse any costs incurred. It remains the responsibility of the PGR/GTA to ensure the form if fully completed.**