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

**Please ensure you have spoken to the budget holder *prior* to completing this form and gained preliminary approval.**

# Approval/Submission

For overseas travel please obtain approval from your supervisor, Head of School and budget holder before submitting this completed form to [ESO@yorksj.ac.uk](mailto:ESO@yorksj.ac.uk). **Executive Support Office (ESO) will arrange final approval and sign-off by the Pro Vice Chancellor, International Development. It is only once this has been given that reimbursement and/or booking of travel can take place.**

# Budget Holders

It is important to understand who will pay for your research overseas. If this is being paid by your School, the budget holder will most likely be your Head of School. If this is the case, they will need to sign the form twice to confirm they authorise the trip and the expenditure. If this is to come from a specific project budget, you will need to speak to the person who runs the project. If you wish to pay for the trip via your Postgraduate Researcher Expenses you will need to speak to the [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk) first to ensure you have sufficient funds.

**Expenses can be paid for PGRs/GTAs who are *actively* studying (including PGRs/GTAs under the Tier 4 route). Expenses cannot be paid if a PGR/GTA is on suspension.**

# All PGRs/GTAs

An approved copy of this form needs to be kept and attached to any expenses claim you submit along with 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=9&query=tier+4+absence+request+form) if applicable.

## Section 1 – Details of Your Trip

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name |  | Date (DD/MM/YYYY) |  |
| School |  | | |
| Mobile Telephone  (contactable outside UK) |  | | |
| Purpose and Location |  | Date of Event  (DD/MM/YYYY) |  |
| Budget Code / Cost Centre | Choose an item. | UK or Overseas Travel |  |
| Please state how this trip aligns with your research and the wider [University Research Strategy](https://www.yorksj.ac.uk/about/2026-strategy/): | | | |

## Section 2 - Supervisor Approval

|  |  |
| --- | --- |
| As supervisor, I hereby confirm that the proposed overseas travel will not adversely affect any formal progress monitoring and is wholly necessary for the applicants Research.  Trip Authorised by: Supervisor  (electronic signature / supporting email acceptable) |  |
| Date: (DD/MM/YYYY) |  |

## Section 3 – Head of School Approval

|  |  |
| --- | --- |
| Trip Authorised by: Head of School  (electronic signature / supporting email acceptable) |  |
| Date: (DD/MM/YYYY) |  |

## Section 4 – Approximate Cost Breakdown (from the University approved travel agent)

|  |  |
| --- | --- |
| Conference / event booking |  |
| Rail travel |  |
| Taxi |  |
| Hire car |  |
| Flights |  |
| Accommodation (UK – London £160 per night; UK – other £90 per night) |  |
| Subsistence (Daily allowance £29 per day for individual meals see link below) |  |
| **Total** |  |

[Travel and Expenses Policy 2019](https://www.yorksj.ac.uk/media/content-assets/finance/documents/Travel-and-Expenses-Policy-2019.pdf)

## Section 5 – Budget Holder Approval

|  |  |
| --- | --- |
| Who will pay for the travel/research?  (School, QR funding, Postgraduate Researcher Expenses or Other) |  |
| Authorisation provided by:  (electronic signature / supporting email acceptable) |  |
| Date: (DD/MM/YYYY) |  |

## Section 6 – Overseas Travel

|  |  |
| --- | --- |
| Name of other individuals you are travelling with  (if applicable) |  |
| Destination country / countries |  |
| Visa required | Yes / No |
| Date of departure from UK (DD/MM/YYYY) |  |
| Date of return to the UK (DD/MM/YYYY) |  |
| Date of return to University (DD/MM/YYYY) |  |
| Please confirm that you have discussed cover of your duties, whilst absent, with your supervisor | Yes / No |
| Does the trip involve activity that may need to be referred to the Cross-school Research Ethics Committee? If yes, please confirm that you have discussed this with the Chair of the Cross-school Research Ethics Committee. | Yes / No |
| Please confirm that you have checked the travel status of your destination with the Foreign and Commonwealth Office at www.fco.gov.uk. We cannot approve travel to destinations that the [FCO](https://www.gov.uk/foreign-travel-advice) deem to be unsafe. | Yes / No |
| Do you have a medical condition that you feel we should know about?  If yes, please specify. | Yes / No |
| Have you checked whether you require any vaccinations or preventative medication, such as malaria tablets, for example, for your trip? | Yes / No |

## Section 7 – Accommodation Details

|  |  |
| --- | --- |
| Name of Accommodation |  |
| Accommodation Address |  |
| Accommodation Email Address |  |
| Accommodation Telephone Number |  |

## Section 8 – Emergency UK Contact

**Please provide details of your emergency contact who resides in the UK.**

|  |  |
| --- | --- |
| Name of Emergency Contact |  |
| Relation to PGR |  |
| Mobile Number |  |

## Section 9 – Pro Vice Chancellor, International Development Approval

|  |  |
| --- | --- |
| Authorisation provided by:  (electronic signature / supporting email acceptable) |  |
| Date:  (DD/MM/YYYY) |  |

**Please note that once your form has been approved, you will be sent a copy of the University’s Certificate of Insurance for travel. This should be kept with you when travelling overseas in the event of an emergency.**