

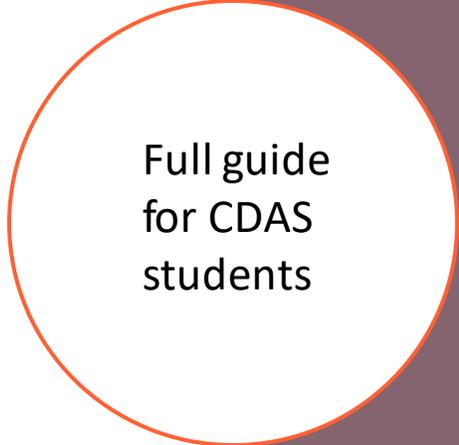
# What is RTSG?

RTSG is the Research Training Support Grant, from which CDAS-funded students can claim research expenses. This allowance is intended to be used to pay for expenses which the student, supervisor and CDAS deem to be in direct support of a student's research. The fund is pooled centrally and administered by the CDAS Management Team; you do not have a personal allowance. However, we expect students will receive no more than £3000 over the 4 years of the programme. Budget plans exceeding this amount will only be approved in exceptional circumstances.

Individual RTSG applications of up to £300 can be sent in at any time. Claims over that amount will be considered at one of the Directors' panels, the dates can be found below. Please ensure you send applications in plenty of time before the planned activity.

## **RTSG Directors' panel deadlines 2020/21**

- 30th November
- 28th February
- 31st May
- 31st August

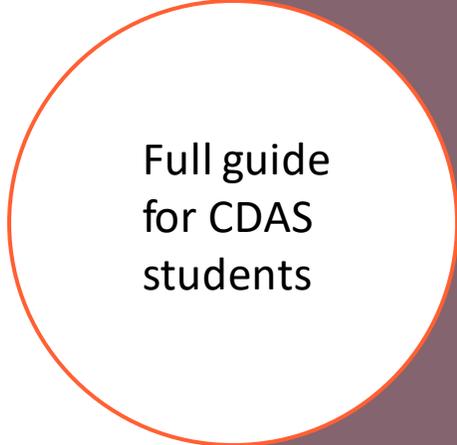


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# What can RTSG be used for?

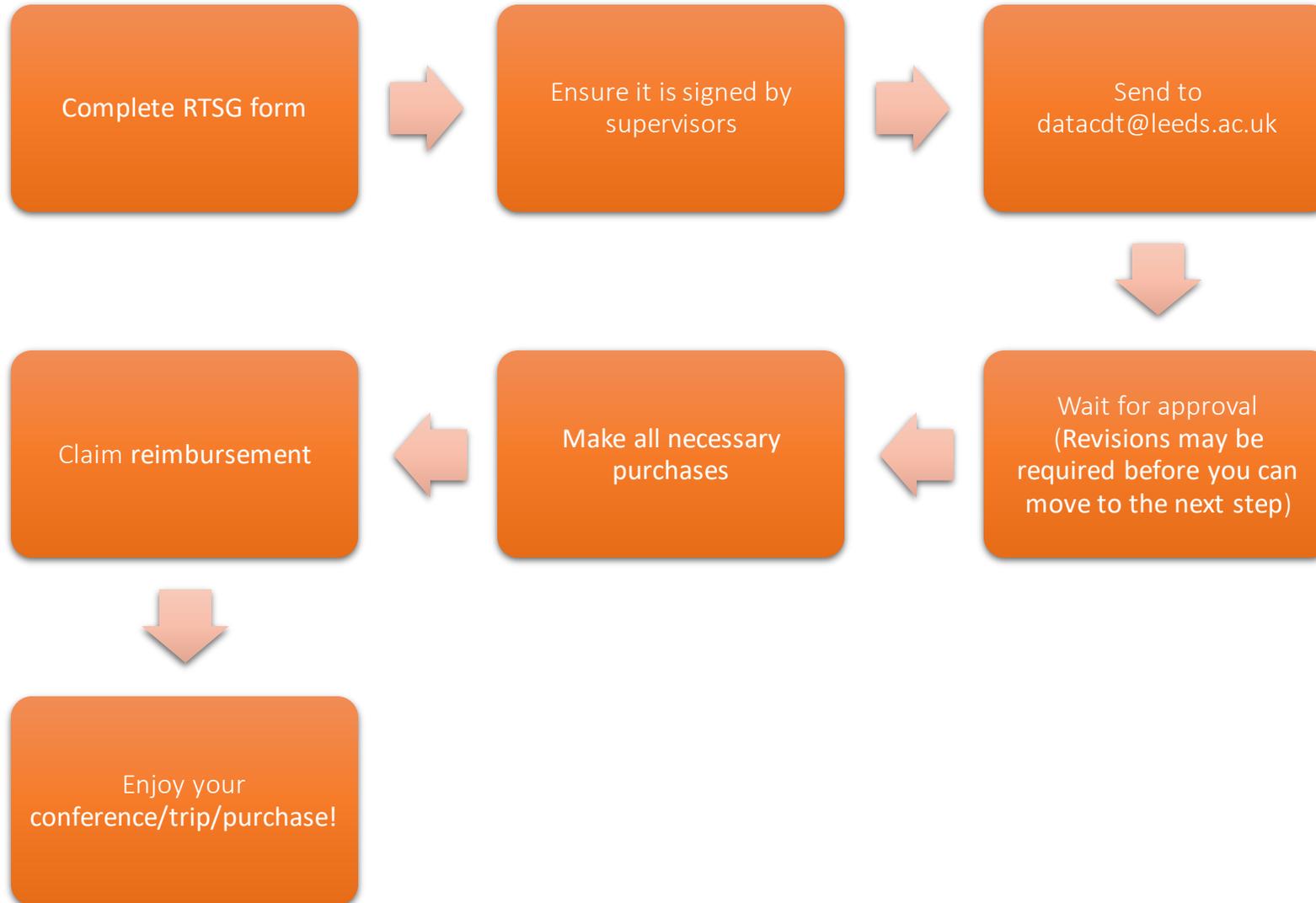
The following are eligible expenses for RTSG support:

- Methodological training courses
- Language training courses (usually undertaken to support overseas fieldwork)
- Travel for CDAS/ESRC Events
- UK, EU and overseas conferences and summer schools
- UK Fieldwork Expenses and supplementing overseas fieldwork expenses
- Fieldwork and survey costs, e.g. printing, stationery, telephone calls
- Purchasing inter-library loans / essential research texts that are otherwise unavailable
- Reimbursement of assistants, including transcription services
- Payment of participants / Gifts for local informants
- Purchasing small items of equipment e.g. cameras, dictaphones, films, memory cards
- In certain circumstances, the purchase of a new laptop or tablet (this would remain the property of CDAS at the end of your studentship)



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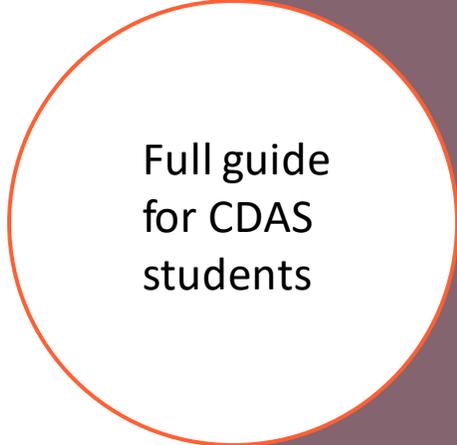
# RTSG expenses procedure



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# RTSG expenses procedure

- Plan and identify the costs for your trip or purchase including accommodation, food and drink, conference fees and travel. Break down these costs on the form.
- Obtain approval from your supervisor
- Send a signed copy of your RTSG via email to [datacdt@leeds.ac.uk](mailto:datacdt@leeds.ac.uk)
- Claudia will either approve or query the purchase. You may have to renegotiate some costs, for example if you could complete the trip in one day but have requested overnight accommodation costs. If your claim is for more than £300, you'll need to wait until the next Directors' panel for approval.
- **DO NOT** make any purchase before you have obtained approval from Claudia, as we can't guarantee reimbursement



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# Allowances: Food & Drink

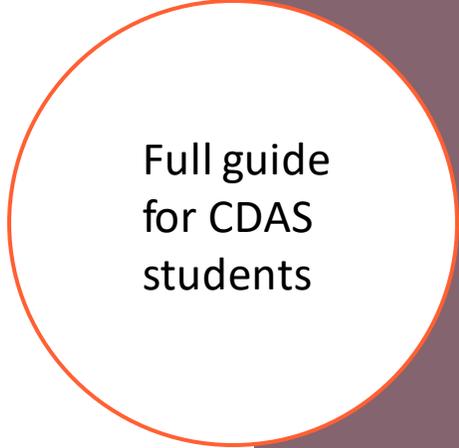
Maximum allowances for food and drink are listed in the table below:

Number of hours away from home	Maximum Subsistence Claim
Under 5 hours	Claims will not be reimbursed
5 – 10 hours	£20.00 per day
Over 10 hours	£25.00 per day
Overnight 24 hour stay	£30.00 per day

Another way to manage your money on your trip is to budget £10 a meal per day.

If some food is provided on your trip and absorbed into other costs, such as B&B (Bed and Breakfast lodging) bookings, you are not permitted to spend more money on food on top of this.

For example: You may have booked a B&B to attend a conference. The conference then provide lunch at the venue (included in the conference fee). You then have an evening meal at a local restaurant. You may only claim £10 for this day, not £30 as your other meals have been provided.



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# Allowances: Accommodation

You should seek accommodation which is reasonably priced and you think will be comfortable and safe.

The maximum amount you may spend per night on accommodation depends on where you are staying as shown in the table below. There are some international cities in which allowances per night are higher, such as Barcelona & Paris. Please ask us if you cannot source accommodation within the maximum spends stated below.

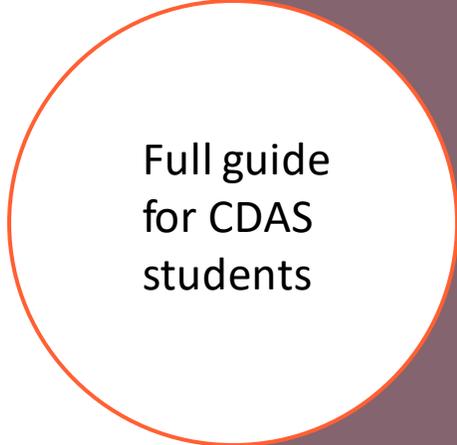
These prices include the cost of breakfast (if applicable)

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Region	Maximum spend per person per night
London	£160
UK (outside of London)	£100
Overseas	£140

# Allowances: Travel

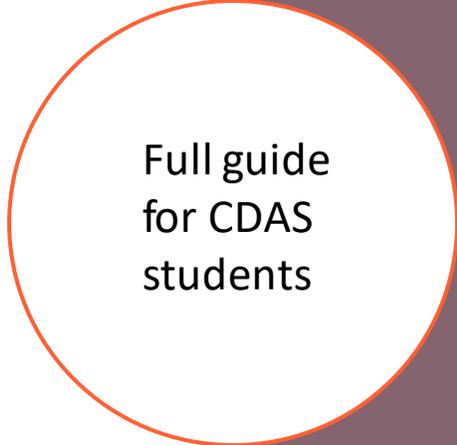
- **Rail:** We expect you to buy the cheapest tickets available for your journey, within reason. Usually, for long distance rail travel, you can obtain the cheapest tickets by pre-booking individual journeys rather than buying a flexible return. Consider options for using off peak travel wherever possible.
- **Air:** Domestic flights are permissible if they are cheaper than the rail equivalent or if the travel forms part of an international journey. If travelling abroad, please identify the cheapest options using a comparison site e.g. SkyScanner.
- **Taxi:** Taxis and Uber rides can be used if your journey cannot be completed within a reasonable time using a bus or tram **and** if it would take you more than 30 minutes to walk, or if it isn't safe to walk. Exceptions are made for students with disabilities which prevent them from walking long distances safely.
- **Car/bike:** You can claim 45p per mile for fuel costs if using your own car (max 10k miles a year). If it's much cheaper to complete your journey via train you'll be advised to do that instead. You can also reclaim parking costs (if included in your RTSG). You can claim 20p per mile if using your bicycle to travel. Any parking tickets, bus lane fines or speeding fines incurred will not be reimbursed.



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# Claiming reimbursement

- Once Claudia has approved your RTSG you may make your necessary purchases. For large costs such as international travel, Hayley may be able to make these purchases on your behalf via the University Purchasing system. Please ask if you have a large fee to pay and would struggle to do so with your own money.
- Complete a UKTS/OSTS/AP form. If you're unsure how to complete the form or which form to complete, please check the guides provided on the [Current Students](#) page. You can also download the forms from this page. Save your completed form as a Word document if possible and forward it to [datacdt@leeds.ac.uk](mailto:datacdt@leeds.ac.uk) along with your receipts. You must do this within five weeks of making your purchase, in line with the Finance office guidelines.
- It takes 2-3 weeks for your claim to be processed by the Finance office. Payments will be made on Fridays.
- If you have claimed more money than the total signed off on your RTSG claim you must explain why. We will only repay unavoidable costs e.g. the buses were cancelled so you had to get a taxi.



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