

LAHP Expenses - Use of Funds Guidance

Research Training Support Grant (RTSG) | Language Fund | Impact, Engagement & Entrepreneurship Fund

Please always refer to the core principles of the [UKRI expenses policy](#) and consider the environmental impact of the activity before booking.

All claims must be submitted with evidence for all expenditure, including subsistence and costs associated with research study participants. **We are unable to reimburse costs without receipts. Credit card slips or credit card/bank statements will not be accepted as evidence of business expenditure. All receipts used must include details of the goods or services purchased.**

Expenditure must not occur outside of the student's funded period (before the funding commences or after the funding ends). Expenditure for activities taking place outside of the funded period but which are booked within the funded period, is not eligible for reimbursement.

Expense claims must be submitted within a month of the activity having taken place. We are unable to process late expense claim requests.

We assume an appropriate risk assessment has been completed for all activities involving travelling.

We assume that all aspects of the activity have been considered by the Ethics Panel of the student's Higher Education Institution where applicable, including the appropriateness of compensation to participants.

Holidays or other unrelated activities cannot be tailed onto activities funded by the grant, and we can only reimburse expenses related to the research activity. We expect that travel and accommodation will be organised around the activity's timing and place only.

We assume that all students are London-based as per the conditions of the award, and we normally are only able to cover travel costs from and to London. If you conduct your research elsewhere because of research needs (please note this is not the same as working from home), please indicate this on your application form/in the cover email you send with your expense claim. We cannot cover travel costs between your home address and your normal place of research and studies.

TRAVEL

Students must give consideration to each of the following factors when considering their travel plans:

Health and safety, wellbeing and security

We expect students to make travel arrangements which prioritise their safety and security; and to take account of any reasonable adjustments they require. It may also be appropriate to make adjustments to support student wellbeing. For travel outside of the UK students should consult the [government's foreign travel advice](#) pages prior to travel, raising any concerns with

their supervisor. A risk assessment should be completed when travelling for research purposes; students should discuss this with their supervisors and complete it on the appropriate platform of their HEI. We expect all students to have appropriate travel insurance in place that covers the whole duration and nature of the proposed research activity.

Environmental impact of the travel

Students are encouraged to follow a 'virtual first' approach unless it can be demonstrated that there is a research need to travel. If travel is required, the travel hierarchy below should be followed to consider lower carbon emitting options first:

1. Virtual first and smarter meetings: considering video conference or phone as the first-choice alternative to travelling. Making the most out of meetings e.g., through efficient preparation
2. Active travel: travelling by bicycle or walking
3. Public transport: travelling by bus or rail etc.
4. ULEV/pool vehicles: ultra low emission vehicles including hybrid pool, electric and rental vehicles. Car sharing when you can
5. Private car: staff member owned vehicles
6. Air: travelling by aircraft

Train Travel

This should be standard class unless a heavily discounted first-class ticket is booked significantly in advance of the date of travel via the student's Higher Education Institution (HEI)'s or UCL's approved travel provider.

Taxis

Taxis may be used where there is a clear requirement or where they are the most economic practical means of transport.

Car Hire

Approval must be obtained from the LAHP office before a car is hired and justification must be provided. The car should only be used for business purposes.

Any petrol bought solely for business purposes can be claimed. A VAT receipt should be obtained for purchases, a credit card receipt is not sufficient.

Business Mileage

Cars - 45p per mile for the first 10,000 miles in a tax year and 25p per mile thereafter,
Motorcycles - 24p per mile, Bicycles - 20p per mile.

Air Travel

We recommend that travel is booked via the travel provider of the students' HEI where possible, as this normally includes travel insurance and may allow changes.

Travel Incidentals

- The cost of any vaccinations needed for conducting research abroad may be claimed
- Visa costs can only be covered from the grant if they are solely for the duration of the planned activity. e.g. we are unable to cover the cost of a multi-trip Schengen visa.

ACCOMMODATION AND SUBSISTENCE

We recommend that accommodation is booked via the travel provider of the students' HEI where possible, as this normally includes travel insurance and may allow changes.

Hotel Rates

UK: should not exceed £190 including VAT (room only) in London or £130 including VAT (room only) outside of London.

Overseas: not subject to a fixed rate or limit but we would expect these to be similar maximums to the UK rates in most cases. Claimants should instead look to apply this policy's general principles (section 3) when assessing reasonableness and use either HMRC's overseas benchmark rates and / or this policy's equivalent UK rates for guidance

Meals whilst away overnight

Breakfast: maximum of £11 receipted including VAT and service

Lunch: maximum of £16 receipted including VAT and service

Dinner: maximum of £33 receipted including VAT and service

24-hour rate: In line with the above, up to £60 receipted

Alcohol is not an eligible cost on the grant and no alcohol costs will be reimbursed.

OTHER

Line Rental

Line rental cannot be claimed; only the cost of business calls on a call-by-call basis can be claimed.

Broadband

Home internet connection cannot be claimed.

Roaming charges and VPN

We would expect students to rely on the available wifi services where possible. Roaming and VPN charges are only eligible if justification is provided.

Equipment

Equipment is not normally an eligible cost on the grant, unless it is a very specific item essential for the core project, that is not available from the home institution. We expect that most of the equipment required to support most research activities funded by LAHP will be available at the student's HEI. Students should enquire with their supervisor/department in the first instance.

LAHP has some equipment in storage centrally and students can enquire about availability on info.lahp@london.ac.uk.

Equipment maintenance is not an allowable cost on training grants.

Software

Similarly to equipment, software is not normally an eligible cost on the grant unless it is a very specific item essential for the core project, that is not available from the home institution.

Purchasing software would require prior permission from LAHP and the AHRC (via LAHP). Paid subscriptions may be supported for the period of research activity and are expected to be paid via the student's home institution. *If the subscription ends after the funding end date, it will only be paid pro rata, up to the funding end date.*

Printing, photocopying and stationary

General printing, photocopying and stationary costs are not an eligible cost and are expected to be covered by the general provisions of HEIs or be met from other sources. Students should contact the LAHP team on info.lahp@ucl.ac.uk and obtain prior approval if they expect related costs to incur due to specialist requirements.

Staff and Student Entertaining

This means food or drink for two or more members of staff or registered LAHP students in connection with LAHP business activities. The cost of entertaining should not exceed £20 per head and will only be reimbursed if prior approval has been granted.

This category of expenditure will normally only be considered in relation to staff or student-led activities.

Business entertaining

Cost should be appropriate and not exceed £40 per head and service unless exceptional circumstances apply. Alcohol is not an eligible cost on the grant and no alcohol costs will be reimbursed. Business entertaining costs will only be reimbursed if prior approval has been granted. This category of expenditure will normally only be considered in relation to staff or student-led activities.

Food and drink

Food/drink for meetings where there is not an agenda/list of attendees for a specific training event for the student body is not an allowable cost. This category of expenditure will normally only be considered in relation to staff or student-led activities.

Professional Subscriptions

LAHP will only reimburse students, or pay on their behalf, annual subscriptions or memberships to a professional body where either:

- 1) Savings to LAHP arising from membership, for example reduced conference attendance fees, exceed the cost of membership, or
- 2) Membership is mandatory in order to be able to teach on a professionally accredited course.

In all cases, the professional body must feature in the list of approved organisations published by [HMRC](#).

Miscellaneous

- Replacement of HEI or personal property (tablets, phones, laptops, etc.) when damaged or lost is not an allowable cost
- Marketing costs (advertising, logo design etc) are not an eligible cost on the grant and must be funded from other sources.
- Website design is not an eligible cost
- Website hosting may be eligible, depending on the project. Requests will be assessed on a case-by-case basis. *If the subscription ends after the funding end date, it will only be paid pro rata, up to the funding end date.*

Please note:

- The approved amount is the maximum you will be able to claim back
- Costs have been approved in principle, but all expense claims must be in line with the below expenses policy. We will be unable to reimburse ineligible/over the limit costs, even if the expenditure line has been pre-approved in principle.

Expense claim process

Please refer to the above summary guidance for allowed maximum amounts you can claim for individual expenditure.

IMPORTANT

Please do not submit claims that go over the above limits as you will be asked to resubmit the claim. For larger claims, please number the receipts to the corresponding item as to assist with the checking of the claim and ensure a timely processing.

Non-UCL students

Due to some recurring technical issues with the UCL External Visitor Expenses (EVE) system, we have made the decision to revert to the manual [UCL Visitor Expense Exception form](#) to process student expenses for those LAHP students not registered at UCL. Claim forms must be sent to info.lahp@london.ac.uk in an .xlsx format along with a pdf all receipts combined, no later than one month after the expenditure happens.

UCL students

UCL LAHP students must submit their expense claims via the [UCL iExpenses](#) system. If you have not claimed any expenses from LAHP yet but have got fund requests approved, please send your UPI to info.lahp@ucl.ac.uk so you can be given access to the relevant account code. Please refer to the [UCL iExpenses student guide](#) for more information.

Report on your award

All students in receipt of funding awards for a study visit, conference attendance or specialist training from the Research Support Fund and Research Extension & Placement Fund, and all awards of funding from the Impact, Engagement and Entrepreneurship fund are asked to produce a brief report (300 words max) on the activity the funds were spent towards. This is for LAHP reporting purposes to the AHRC, and to potentially be included on the LAHP website, with prior permission. The report will need to be submitted via email to info.lahp@london.ac.uk, within a month of the activity taking place, ideally at the same time as the expense claim is submitted.