LAHP Expenses - Use of Funds Guidance

The below guidance applies to all expenditure from any LAHP funds.

Please always refer to the core principles of the UKRI expenses policy and consider the environmental impact of the activity before booking. All expense claims must be in line with the LAHP expenses guidance and your home university's expenses policies.

General guidelines

- All activities must follow the general UKRI Terms and Conditions for Training Grants and the AHRC Training Grant Funding Guide.

- All claims must be submitted with evidence for all expenditure, including subsistence and costs associated with research study participants. **Costs without receipts will not be reimbursed under any circumstances. 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, after the funding ends or during interruption – exceptions are KIT days during maternity leave). 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 normally be submitted within 1-3 month of the expenditure having taken place. Please refer to your Higher Education Institution's (HEI's) expenses policy for details. Late expense claims will not be processed.

- We expect that an appropriate risk assessment has been completed for all activities involving travelling.

- We expect 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 and it will be considered accordingly. We cannot cover travel costs between your home address and your normal place of research and studies.

- When making a claim for travelling abroad it is your responsibility to make an application in sufficient advance to seek approval for the not only the RTSG costs, but also to allow time for

the satisfying the booking process and relevant risk assessments as part of your HEI's requirements before travelling.

- As detailed in AHRC's guidance for training grants, we don't expect students to go on a UK or overseas study visit in the last 3 months of their funded period. In addition to this, study visits should not be more than 12 months, and we may not support any RTSG requests for periods longer than this.

TRAVEL

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

Health and safety, wellbeing and security, and travel insurance
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 HEI'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 may be claimed. A VAT receipt should be obtained for purchases, a credit card receipt is not sufficient.

Business Mileage

Please refer to your university's policy for maximum claimable amounts.

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. AirBnB and other non-regulated accommodation costs are not eligible and will not be approved.

Hotel Rates

Please refer to your university's policy for maximum claimable amounts.

Meals whilst away overnight

Please refer to your university's policy for maximum claimable amounts. 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 that it was required to be able to conduct research.

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 lahp@ucl.ac.uk.

Purchasing equipment would require prior permission from LAHP and the AHRC (via LAHP). 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 one 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 lahp@ucl.ac.uk and their university's studentships team to 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.
3) Free subscription is not available via the student's HEI.
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 is not normally eligible. 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 LAHP expenses guidance, as well as your university's expenses policy. Ineligible / over the limit costs will not be reimbursed, even if the expenditure line has been pre-approved in principle.

Expense claim process

Please refer to the above summary guidance on eligible costs, as well as your university's expenses policy for allowed maximum amounts you can claim for individual expenditure.

Our funds are pooled i.e. we do not have a specific amount allocated to each student and we award support funds based on research needs. We do not normally expect students to spend more than £3,000 from our Research Training Support Fund during the full period of their award.

To apply for funds, please follow the process detailed on our website.

Your fund application will be reviewed by the LAHP team and once approved, you can book your travel and accommodation via your HEI's travel provider and/or submit your expense claim via your HEI's usual process. Please refer to the individual HEIs' processes below.

IMPORTANT

Please do not submit claims that go over the 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

Fund requests approved before 30 Sep 2025
Any fund requests that were approved on or before 30 Sep 2025 will be process by the LAHP office. Students must complete the UCL Visitor Expense Exception form and send it to lahp@ucl.ac.uk in .xlsx format along with a pdf all receipts combined, no later than one month after the expenditure happens. We ask that students aim to submit expenses related to pre-30 Sep 2025 requests no later than 31 Dec 2025 where possible.

Fund requests approved on or after 1 Oct 2025
Expense claims and bookings related to fund requests approved on or after 1 October 2025 must be processed via your university, and not the LAHP office.

King's College London students

HEI-specific details to follow.

London School of Economics and Political Science students

HEI-specific details to follow.

Queen Mary University of London Students

As a Queen Mary student you must follow the Queen Mary Expenses policy

Key Points to Note from the QMUL Expenses Policy are:

1. Queen Mary will only reimburse expenses **after expenditure**, so you will need to pay upfront for your costs and keep all receipts/proof of payment.

2. All expense claims need to be submitted to Finance **within 3 months of the date of expenditure.**

3. All travel and accommodation must be booked via Key Travel website for a quote and email/share it with the LAHP Queen Mary coordinator so that the purchase of your chosen travel/accommodation can be made via a Purchase Order.

4. Queen Mary Finance **does not** reimburse Airbnb bookings or similar accommodation sites.

For expenses claims, you will have to complete an Expenses Claim Form and submit with your receipts to be reimbursed. The completed Expenses form needs to be returned to the LAHP Coordinator at Queen Mary (V.Codjoe@qmul.ac.uk) for processing then submitted to Queen Mary Finance for payment.

Royal Central School of Speech and Drama students

HEI-specific details to follow.

Royal College of Art students

HEI-specific details to follow.

Royal College of Music Students

HEI-specific details to follow.

School of Advanced Study (SAS):

Once requests for funding are approved by LAHP, research students should email the Interim Doctoral Centre Manager (Matt Clancy) on research.degrees@sas.ac.uk. We will then advise you on how to book travel and accommodation through our booking partner ArrangeMY, and how to claim your expenses.

UCL students

UCL LAHP students should use Clarity for travel and accommodation bookings and must submit any 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 lahp@ucl.ac.uk so you can be given access to the relevant account code. Please refer to the Digital Student Expenses - UCL Student Guide on the above website for further guidance.

Note: if you have got an employee association in MyFinance, you must use the non-student expenditure types e.g. conference fees and expenses vs student conference fees and expenses.

Report on your award (Engagement Provision only)

All students in receipt of Engagement Provision funds 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 lahp@ucl.ac.uk within a month of the activity taking place, ideally at the same time as the expense claim is submitted.

Version control

1.0	26 June 2025	Corrected email address in 'Printing, photocopying and stationary' and 'UCL students' sections
2.0	24 September 2025	- Guidance added regarding timeliness of application - Clarified that expenditure cannot happen during interruption - Clarified rules around AirBnB and other non-regulated accommodation - Clarified rules around study visits - LAHP limits on amounts removed and students now need to follow HEI policies - Updated LAHP email addresses - Updated expense claim/booking process for requests submitted on or after 1 Oct 2025 - Updated eligibility of website hosting