



**King's College**  
Cambridge CB2 1ST  
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## **Travel Grants for Graduates**

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King's graduate students may apply for travel grants. They are subject to the following conditions, and are considered on an individual basis:

- Your application must be authorised before expenses are incurred.
- You are not in arrears on your Tuition and College Bills. (Exceptions may be granted by the Bursarial Tutor in special circumstances).
- If you are externally funded (by e.g. the Gates Foundation), you have first applied to your external funding body to cover the expenses in question.
- You provide full details of the proposed travel (e.g. itemised expenses, receipts as soon as available, conference to be attended, title of paper to be delivered). *The College reserves the right to claim back any funding it has provided that cannot be substantiated via receipts.*
- The travel occurs while you are a doctoral student at King's.
  - Master's students are not normally eligible, but may make an exceptional case e.g. the proposed research is directly relevant to the completion of your MPhil thesis and potentially to your intended doctoral research as well.
- If awarded the grant:
  - You send us a postcard from your destination.
  - You carry out the proposed travel. (You must otherwise repay the full amount awarded)

Grants will usually be for travel directly relevant to your research, but may be for general educational purposes e.g. to explore the culture of an unfamiliar country. Travel to conferences will normally only be funded if you are presenting a paper. It must be shown that the conference is an important event which will introduce you to new research and essential professional contacts. Study or training in foreign universities may also be funded if it is deemed essential to your research. All applications must be supported in writing by your supervisor. The Bursarial Tutor considers the financial circumstances of the applicants, and the educational value and cost of the proposed travel, in deciding the amount awarded.

- Note: These grants are not intended to fund research that is a required part of a course of study (e.g. obligatory field work or training courses stipulated by the faculty). In such cases, funding should be secured from the department/faculty requiring the travel.

### **How to apply**

Application forms can be found on the King's Intranet site under -For Students – Graduates – College Grants. Once you have completed the form, obtained the necessary written statement from your supervisor, and completed the BACS form, send all the documents to Maria Bossley, the Bursarial Tutor's Assistant in F1. You will normally be informed within two weeks whether the application has been approved. If successful the money will be paid directly into your bank account, according to the details on the BACS form. Subsequently you must justify the claim using the Itemised Receipt Form.

**Dr David Munday**  
**Bursarial Tutor**