Laidlaw Internship Travel Fund

Overview
This year we have introduced a limited Travel Fund to provide additional support to Laidlaw Interns who need to travel as part of their research activities. Interns must have the support of their Supervisor for any proposed travel.

Applications are reviewed and allocations are determined on a competitive basis by the Proctor’s Office. Allocated funds are paid to successful applicants as a one-time bursary. You will not be required to submit a further expenses claim form or supporting receipts.

Value
Students may apply for up to £600 to cover travel expenses incurred during their summer research project. Requests should align with the University Expense Policy.

Successful applicants may receive only a partial award dependant on demand.

No monies can be guaranteed to any applicant so Interns are asked not to make any financial commitments predicated on a successful application.

Each Laidlaw Supervisor is provided with £300 for each Intern which can be used for minor expenses, books and materials which is separate from the Travel Fund. Supervisors/Schools will administer this additional support.

Eligibility

- Applicants must be holders of the Laidlaw Undergraduate Internship in Research and Leadership for 2017.
- This funding is available to reimburse costs of travel only, eg, trains, planes, buses, etc. This funding is not intended to cover accommodation or subsistence. Additionally, travel between St Andrews and Interns’ home town is also excluded (or equivalent journeys as judged by Proctor’s Office). Applicants may only apply to the Laidlaw Internship Travel Fund once.
- Students must also complete a risk assessment prior to travel.
- Retrospective applications are not permitted.

Travel Insurance
All official travel undertaken by Interns will be covered under the University’s travel insurance policy. The University’s travel insurance requires a risk assessment to have taken place prior to travel. Supervisors are able to assist with this process.

Foreign and Commonwealth Office Travel Advice
Interns are advised to check the FCO web site for travel alerts:
How to apply
Application will be through the Scholarships and Funding portal on MySaint – the fund is called the Laidlaw Internship Travel Fund 2017.

Applications will open on 20 March 2017 and close on 7 April 2017.

Outcomes will be notified on 21 April 2017.

Applicants will be asked to provide the following information:

- An itemised list of dates, destination and projected costs of travel
- An explanation of why the proposed travel is necessary for the Intern’s research
- In addition applicants will be asked to confirm that they have commenced the risk assessment process with their Supervisors. University travel insurance requires a risk assessment to have taken place prior to travel.

Successful applicants will be asked to confirm that they have completed the risk assessment process prior to the award of any funds. Unsuccessful applicants will still be covered under the University’s travel insurance as long as they have completed the risk assessment process.

Awards will be made in a single payment at the beginning of May 2017. All Interns are asked to upload their bank details to MySaint.

Any queries can be directed to laidlaw@st-andrews.ac.uk.