

GLOBAL CHALLENGES 2018/19

TERMS AND CONDITIONS OF TEAM BUDGETS

1. Each registered team is provided with up to £500 (Per team) to cover the cost of materials and costs arising in the course of the research related to the Global Challenges Programme 2018.
2. Claims must be made using a [Student Travel and Subsistence Form](#) (Word, 66 KB) please ensure that you provide your full name and matriculation number.
3. Expense claim forms should be used to claim back expenses incurred in association with your research in relation to the Global Challenges Programme 2018 only. They should not be used to claim money for any work done. The procedure for employing the services of companies and individuals differs and must be authorised by the School Secretary prior to instructing any services for work.
4. Receipts must be provided for all items claimed and expenses will only be reimbursed in line with the [Expenses Policy](#) (PDF, 957 KB).
5. The form should be signed by the claimant before passing it to the IR School Secretary Mrs. Lynne MacMillan (irschoolsec@st-andrews.ac.uk) to be authorised.
6. Payment will then be made by BACS transfer. Please complete your bank details [online](#) so that they can be validated and payment can be processed directly into the nominated UK bank account. Please follow the links for 'update my details' and follow the route for Scholarships.
7. If you do not have a UK bank account please contact the Accounts Payable team to request payment in to a foreign account. Please note that foreign transfers will be subject to a charge.
8. There is no cash alternative, any remaining budget will not be paid to the teams.
9. Please allow 2 weeks for payments to be processed following authorisation.