**STUDENT TRAVEL REQUESTS PROCEDURE**

The Student Awards Committee has established a procedure for dispensing travel funds to students following application. Funds are limited and are intended to support the occasions on which students travel on the College’s behalf to competitions and similar events which are not part of the curriculum. The attached form is available for completion by students. Applications must be made before the travel costs are incurred and must be approved by Head of School in the first instance, then passed to the Assistant Head of Registry (Student Finance & Wellbeing) for approval by the Director of Performance. Applications should be made by the published deadline for travel in the following term. Special consideration will be given where a student is able to raise funds from other sources. After the event, receipts will be required for claims to be processed. Please ensure that you follow this procedure and that the number of claims are kept to a minimum in view of the restricted funding.

Adam Croucher

Assistant Head of Registry

(Student Finance & Wellbeing)

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