

LEAH DLA Hub Training and Development Travel Expenses Policy and Process

To enable an equitable experience of engaging with in-person LEAH DLA Hub training and development activities, the Hub offers financial support to cover the full inter-city travel expenses of all DLA-funded students who are registered at one of the 12 Higher Education Institutions in the LEAH DLA Hub.

The claim is retrospective. Receipts and attendance confirmation are required; no prior approval is required, although you should make sure that the claim meets the eligibility criteria below.

Eligibility

1. We only cover travel expenses within the UK.
2. You can only make a claim when the event does not take place in the city where your home institution (or the campus of your department, if your home institution has campuses in different cities) is. For example, for students enrolled in a London-based university, they can only claim travel expenses when they attend an event outside of London.
3. You can only claim the expenses for attending an event that takes place before your funding end date.
4. In the unlikely case that the Hub cancels an event for which you have already booked travel, you can claim to recover the full cost associated with cancelling the booked travel. Please contact leah-dla@kcl.ac.uk to discuss the details before submitting a claim.
5. In principle, only standard class travel is eligible (e.g., bus or underground for the journey to the train station; coach or standard-class train).
6. Exceptions will be given for non-standard class travel needed due to health reasons, or when short-notice booking is necessary for valid reasons (e.g., caring

responsibilities) and standard-class travel is not available. Please contact leah-dla@kcl.ac.uk if you need non-standard class travel.

7. We encourage the use of student discount for travel booking where applicable.
8. All LEAH DLA Hub training and development events, either organised or sponsored (through the student-led activity and network fund) by the Hub, are eligible. Our event listing will also clearly state which activities are eligible for travel expenses claim, and who can submit a claim.
9. Please get in touch with leah-dla@kcl.ac.uk if you have any questions.

How to claim for travel expenses

After you have attended a Hub training and development event, please download your attendance record from the booking platform. Please allow 1 working day for the record to be updated. Contact leah-dla@kcl.ac.uk if your attendance record is missing.

Submit your expenses claim together with the attendance record to your local team. If you are claiming non-standard expenses, please include any relevant evidence you have available. You can find your local contact details in the Handbook. Your local team is best placed to support you if you encounter issues when submitting the claim.

In the unlikely case that you are making a claim because the Hub cancels an event for which you have already booked travel, **please contact leah-dla@kcl.ac.uk to discuss the details before submitting a claim.**

Please always ensure that your claim is compliant with your institutional policies, in particular if your institution requires you to submit the claim within a certain time limit.