

IMPERIAL

Sustainable Imperial

Postgraduate Climate Conscious Travel Fund

Purpose of the Fund

Following the launch of Imperial's [Sustainable Business Travel Policy](#), the Sustainability Hub has set aside some funding to support postgraduate students in making climate conscious travel decisions for trips related to their studies. Restrictions from funding bodies can require that you choose the cheapest possible mode of transport, or you may be restricted by using your personal funds and wanting to choose the least expensive option. Unfortunately, more sustainable travel like rail tends to have a bigger price tag than high emitting travel modes like aviation.

What Can I Apply For?

The fund aims to cover only the additional expenses incurred by opting for climate-conscious travel, rather than the total cost of your trip. You must provide details regarding the purpose of your trip and have the form authorised by a supervisor or departmental administrator. Additionally, you must demonstrate that you have been unable to secure funding from other sources, such as existing grants or departmental and faculty budgets.

Your claim must be fully approved before the end of June 2025 to ensure that the costs remain within this financial year.

Rail Travel

The [Sustainable Business Travel Policy](#) states the following points:

- Mainland domestic flights in the UK are not permitted if the destination can be reached within five hours by train, unless there are exceptional operational or wellbeing reasons.
- Wherever practical, international rail services (such as Eurostar) should be used for travel to and from European destinations that can be reached within five hours from London terminals, over air travel.
- Sleeper trains for long rail journeys are encouraged, where they are possible.

This fund is open to support the additional costs of choosing sustainable travel, which can be choosing rail over air travel for overseas journeys and journeys over 5 hours by train. You will need to be able to provide an estimate for both the cost of your journey and the cost if you were to go via a less sustainable route – we will aim to cover the cost of the difference. In addition, you can request the cost for a higher class of rail travel and Wi-Fi if it enables you to work effectively during the longer trip while travelling by train.

Example: Table with cost difference

Route	Average Cost Return Economy		PG Travel Funding Provided
	Flight	Rail	
London - Amsterdam	£130	£180	£50
London - Frankfurt	£160	£220	£60
London - Glasgow	£110	£140	£30

Hotels & Meals

You may also request funding to cover additional expenses for overnight accommodation and subsistence required due to the additional travel time. The costs of these must be in line with the allowance rates detailed in the [Expense Policy](#), and you must provide reasoning as to why the additional costs are necessary.

How Do I Complete the Form?

Section 1 is regarding your personal details. We request this information so we can contact you appropriately regarding your application, and so we can see where our funding is needed the most.

Section 2 is regarding your travel. You should supply as much information as possible in each answer to help us review your application.

The first question in this section is key to determining if your trip falls within the requirements for business travel.

No alternative funding – this may be that you are self-funding your PhD and need to keep costs to a minimum, or your funding is through an external provider that has strict limits on the travel you can purchase.

Ensure that you type only one email address and provide the email in full e.g. j.doe@imperial.ac.uk. If you type the address incorrectly or with additional punctuation, the individual will not be automatically emailed, and it may delay your application.

Applications will be reviewed at least every two weeks and given an upper cost they can claim for each item they've requested if their application is successful. There is limited funding available.

How Do I Claim?

All students claim for expenses using the paper form E1. Students must submit their own claims. The expense form should be sent to the Expense Office alongside all relevant receipts. Further guidance on how to complete the claim form will be emailed if your application is successful.

Rail receipts

Keep any relevant tickets or documentation and submit them as you would other receipts. If you don't have the necessary tickets or documentation, note this with an

explanation in your claim. The relevant approver should be made aware that he/she will be contacted if there is a query.

Hotel claims

When staying in a hotel, you should claim for the room cost, breakfast, dinner and relevant necessary incidentals, on separate expense claim lines, with receipts, if itemised as such on your bill.

You will need to provide receipts for each meal in order to be reimbursed. Only actual spend will be reimbursed. Service charges included on restaurant bills may be claimed. Discretionary and un-receipted tips are claimable only with approval of the relevant approver. If exceptional circumstances mean a receipt cannot be obtained, the meal claim is limited to £5 for Breakfast, £5 for lunch and £10 for dinner.

Refer to the [Expense Policy](#) for examples of what errors to avoid when providing receipts.

Additional Sources

[Sustainable Business Travel Policy](#)

[Expenses Policy & Claim Form](#)