

VDP Travel and Subsistence Policy

VDPs in the South West claim their Travel and Subsistence through the Postgraduate Department. To do this they must submit a **University Expenses Claim** form to the department, a copy of this form is available to download from this section of the website, or from a VT Adviser.

What they can claim?

VDPs are entitled to claim travelling expenses for all approved study days. The current mileage rate for VDPs is 24p per mile plus an additional 2p per mile per passenger. Subsistence is paid when VDPs are away overnight on approved courses. The Postgraduate Department will book and pay for overnight accommodation arranged as part of the programme. VDPs will be responsible for incidental hotel expenses and will have to pay for accommodation booked in their name, which they choose not to use. If the VDP does not require the hotel room then it is their responsibility to let the Postgraduate Department know in advance.

How to claim?

VDPs must use the expenses claim form obtained from their VT adviser or downloaded from this website. They must list the date of each study day for which they are claiming, along with details of any travel which they wish to be reimbursed, on the reverse of the form.

VDPs will then need to enter a summary of their claim on the front of the form and sign in the appropriate box.

When to claim?

Expenses claims should be submitted regularly once a month. These will be processed by the Postgraduate Department on receipt. VDPs should be reimbursed within 2 weeks of submitting their claims.

Verification

In order for the claims to be processed the VDP will need to have verification from their adviser that they attended each study day for which they are claiming. The adviser will initial the reverse of the form next to the date of each study day. The claim cannot be processed without verification from the adviser that the VDP was present at each of the days for which a claim is being made.

The completed expenses forms should be sent to:

Mrs Katy Williams
Dental Postgraduate Department
Chapter House
Bristol Dental Hospital
Lower Maudlin Street
Bristol BS1 2LY