[](http://www.essex.ac.uk/)**UNIVERSITY OF ESSEX**

**POSTGRADUATE RESEARCH EDUCATION TEAM**

**APPROVAL TO USE PROFICIO FUNDS TO ATTEND AN EXTERNAL COURSE**

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| **Section 1: Student to complete** |

Name:

Department:

Name of course you wish to attend:

Date of course:

Location of course:

Cost of course:

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| 1. **Brief description of the course (topics covered, keynote speaker(s), number of hours training, wherever possible provide a Web link to the course description):** |
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| 1. **How is this course beneficial to the successful completion of your research degree?** |
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| 1. **Are there any additional costs (travel and/or accommodation, caring expenses) incurred? If so, please specify the amounts:** |
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| 1. **Is there a similar course available through Proficio at Essex?** |
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Please read the *Guidance on Travel and Accommodation Costs and Carer’s Expenses* carefully. (See next page)

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| Sign:  Date: |

*Please take this form to your supervisor to complete.*

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| **Section 2: Supervisor to complete** |

I confirm/ I do not confirm that this course will be beneficial to the successful completion of the student’s research degree and is a good use of their Proficio funds.

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| Name:  Sign:  Date: |

*Please send a copy of this form to the Proficio Team (*[*proficio@essex.ac.uk*](mailto:proficio@essex.ac.uk)*) in the Silberrad Student Centre (Postgraduate Research Education Team). Your attendance on the external course will then have to be approved by the Deputy Dean (Postgraduate Research Training).*

**Travel and Accommodation Costs**

* Proficio funds will only be used to reimburse the costs of necessary travel to and from, and necessary accommodation for, external courses which have been approved by the Deputy Dean (Postgraduate Research Training).
* Reimbursement for payments will be made directly to the student and will only be made with prior approval from the Deputy Dean (Postgraduate Research Training).
* Proficio funds will be used to reimburse the cost of travel and accommodation after receipts have been provided.
* Reimbursements must be claimed using “Payment Requisition Form”. All claims must be supported with receipts. Claims made without documentary evidence to support the payment will not be paid.
* Subsistence costs will not be covered.
* When travelling to a course, students must always seek to obtain the best value for money no matter what mode of transport is used.
* Students requiring accommodation for multi-day courses should obtain accommodation in a reasonable quality hotel.
* Approval is given at the discretion of the Deputy Dean (Postgraduate Research Training). Please note it is unlikely that requests of more than £250 for travel and accommodation will be approved.
* The University does not permit the use of Airbnb accommodation and should therefore not be booked. We are unable to authorise or reimburse any expenditure relating to Airbnb costs.

**Carer’s Expenses**

* Proficio funds can be used for reimbursement of caring expenses if you have incurred these to attend the external course.
* Claims for caring expenses should be submitted with your travel and or/accommodation costs and are subject to the same guidelines above.