



Project travel expenses policy (undergraduate and postgraduate)

The School of Biological Sciences will reimburse bus fares for the duration of the project period (up to a maximum of 3 months) for Honours and MSc students that meet the following criteria:

- The project location must be more than 30 minutes' walk from the semester address as listed on MyEd, as calculated by Google Maps:
<https://www.google.co.uk/maps/dir/>
- The following project locations will **not** be eligible:
 - King's Buildings campus
 - University of Edinburgh central campus
 - Little France campus

The **maximum** claim permitted for Honours or MSc projects is the equivalent of three 4-week Student Ridacards. At Jan 2024 prices, this was $3 \times £57 = £171$. The current costs for a Student Ridacard can be found on the [Lothian Buses website](#).

Projects may be self-proposed but travel expenses must have prior approval from the BTO.

Eligible students who already hold an annual Student Ridacard and pay via Direct Debit will be able to claim for the equivalent time period (12 weeks as eligible) pro rata of the annual fee. A copy of the Ridacard must be submitted with the form in lieu of receipts.

Alternatively students may claim up to the maximum amount for other means of transport (e.g. mileage for car travel). Mileage up to the maximum claim value will be accepted and can be claimed at £0.45 per mile travelled for cars.

To obtain a claim form for travel expenses, please contact your Honours or MSc programme administrator or email bto@ed.ac.uk