

**The Bartlett**  
**Student Conference Fund**  
Regulations 2023/24

**IMPORTANT:** Please read these regulations carefully before completing the application form.

## 4. Expenses Policy

Please ensure that your expense claims comply with [UCL regulations](#). Only those costs approved as part of the application will be reimbursed.

## 5. Awards Available

Requests may be up to £500 for conferences in the UK and up to £750 for conferences overseas. Requests for virtual conferences may be made up to £500.

As part of the UCL Green Travel Plan, we strongly encourage applicants to consider their travel plans and avoid short haul flights where there may be other feasible options.

## 6. How to Apply

- a. Submit your application in advance of the conference and in line with the application windows, by email to [leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk).
- b. Your completed application form must include a supporting statement from your Principal Supervisor, together with his/her signature. This must be handwritten or electronic, not typed. Alternatively, your Principal Supervisor may e-mail confirmation of his/her support to the Built Environment Faculty Office, [leanne.taylor@ucl.ac.uk](mailto:leanne.taylor@ucl.ac.uk).
- c. Along with your completed application form, please also submit your abstract and proof of acceptance of your paper/poster. The proof may be an e-mail from the organiser or a link to an official webpage of the event, confirming your paper/poster presentation.
- d. You will receive e-mailed confirmation of the outcome, normally within five working days of the date the complete application is received by the Built Environment Faculty Office. The e-mail will be sent to your UCL e-mail address only.

Regulations and application forms are updated each year. For the current versions, please check the Built Environment Faculty website:

[Bartlett Doctoral Funding](#).

### Estimating Costs & Contributions

- Please give a full breakdown of all relevant estimated expenses, justifying your costs and providing quotations as appropriate. Please ensure your estimates are based on the most cost effective accommodation and fares.
- You may insure your travel to the conference free of charge. Please see the 'Business Travel' and 'To Insure Your Trip' sections of the following webpage (log on required): <https://www.ucl.ac.uk/finance/insurance/travel>.
- Advantage should be taken of 'Early Bird' less expensive conference registration rates, wherever possible.
- If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling (GBP), using [www.xe.com](http://www.xe.com).
- Please be as accurate as possible in estimating your projected expenses. Awards are given based on the estimated costs. If the actual costs incurred are lower than those estimated, the award will be reduced id(us)-8 (i)-8 (ur

