Laidlaw Undergraduate Research and Leadership Programme
Travel Fund

Due to the ongoing circumstances in relation to COVID-19, deadlines and requirements for the travel fund will be extended. More information will be available from the Laidlaw Programme team as it becomes available.

The Laidlaw Travel Fund provides additional support to Laidlaw Scholars who elect to travel as part of their research activities. Applications will only be considered for travel that is relevant to a Scholar’s engagement with the Laidlaw Programme, e.g. research trips, conferences, field work. Scholars must have the support of their supervisor for any travel and will be required to complete a risk assessment prior to their trip. Applications are reviewed by the Laidlaw Programme team and all decisions are final.

Up to €1,800 in total can be applied for over the two years of the Laidlaw Programme. Allocations will normally be approved for up to €900 in each year (exceptional circumstances will be considered on a case-by-case basis).

Eligibility

- Applicants must be current Laidlaw Scholars
- Applications by Scholars who have completed the Programme will be considered on a case-by-case basis. These applications should pertain to opportunities to present the finalised research after the conclusion of the official programme period. Application must be made within 6 months of the end date of the Programme and the applicant must still be a registered Trinity student
- This funding is primarily intended to reimburse direct costs of travel only, e.g. trains, planes, visas, inoculations, etc. Applications can also include secondary costs such as accommodation, food, conference fees and will be considered on a case-by-case basis, with priority given where the secondary costs incurred are a significant portion of the overall costs
- Travel between Trinity and the Laidlaw Scholar’s home location is excluded (or equivalent journeys as judged by the Student Employability Officer)
- Students must also complete a risk assessment prior to travel, available on the Laidlaw webpage
- Retrospective applications are not permitted
- Applications in respect of conference attendance must be signed by the Laidlaw Scholar’s supervisor prior to submission
- Once approved, costs will be reimbursed on a receipts basis and can be claimed as soon as they are incurred.
- It is permissible for the exact cost to vary from the amount approved in the application, such as from exchange rates or changes to flight costs, provided these variations are below the maximum funding available and reasonable as assessed by the Laidlaw Programme Team

Travel Insurance

Trinity College Dublin strongly recommends that all students secure sufficient travel insurance prior to embarking on any trip. Information on the Trinity Travel Insurance Policy and recommendations are available here:

https://www.tcd.ie/estatesandfacilities/shared-admin-and-support/insurance/
Visas

If you are planning on studying abroad then you may need a visa to enter the country which you are planning to visit. There is no single application for a visa as the requirements vary from country to country. Your first step should be to look at the Embassy website of the country you wish to study in. This should help you identify the exact type of visa you need and therefore, the appropriate application form to complete.

The cost of the visa can be included in your application to the Travel Fund.

We recommend consulting with the local visa office (or your host institution) for advice on relevant visas.

Travel Advice

Students are recommended to consult the Irish Department of Foreign Affairs and Trade website for up to date travel advice before embarking on any trip: https://www.dfa.ie/travel/travel-advice/

How to Apply

1. Apply to the travel fund

Please download the Laidlaw Travel Fund Application Form. Applications for conference related travel must be signed by your supervisor. Return scanned application by email to employability@tcd.ie to apply to the fund.

2. Get pre-approval from the Laidlaw Programme team

We aim to inform Laidlaw Scholars of the outcome of their application within 5 working days from receipt of the application. Successful applications will be pre-approved, with payment dependent on the submission of valid receipts.

3. Book and pay with your own funds

Scholars must book and pay for their travel costs upfront.

4. Claim back your costs

Scholars must provide receipts for any claimed costs.

All receipts must be received to ensure your application is properly processed. Once received and approved, a payment form will be sent to Financial Services for processing instructing for payment to be made to the same account used for your stipend – this will typically take 3-5 working days.