**Guidance on Travel Expenses**

Dyson Institute of Engineering & Technology will contribute towards your travel costs as follows, for Assessment Days, Pre-Joiner Days and for attendance at the Physics Summer School where appropriate.

* UK (exc. NI) applicants – up to £150
* Northern Irish and European applicants – up to £250
* International applicants – up to £1,000

We don’t want a financial burden to be a barrier to joining us. If booking or paying upfront for travel and/or accommodation yourself would affect your ability to attend an event on campus, please contact the Recruitment & Admissions team, who will be happy to support.

If your travel will cost more than the published claim limits, and this will impact your ability to attend, please contact the Admissions team to discuss as soon as possible.

Once approved, payments can take up to four weeks from date received to be paid.

**Guidance on Booking Travel & Accommodation**

Location for in person events is the main Dyson Campus, in Malmesbury, Wiltshire. SN16 0RP

For train arrival, Swindon and Chippenham stations are on the main line from Bristol and London, with taxi ranks available outside (approx. 30-40 minutes from campus). These two towns offer reasonably priced accommodation.

Kemble is the nearest station to Dyson (15 minutes by car) however you will need to pre-arrange taxis and note this is an unstaffed station with no facilities outside the morning peak. There are limited accommodation options in this village.

National Express (coach) run services to Swindon and Chippenham from London and Heathrow which are more cost effective than the train, however, are slower and less frequent.

Pre-booked taxis from campus to stations for onwards travel is required. We may arrange shuttle taxis if demand requires, please let us know before you book so we can ascertain.

Due to the outbound traffic at the end of the day towards Chippenham and Swindon, we recommend giving 60 minutes journey time before booked trains.

Unless you are driving in a personal vehicle, we don’t recommend the Travelodges at Leigh Delamare for accommodation as these are part of the Services Complex on the M4 and involve large detours via motorway junctions to access by taxi drivers. The nearest bus service stops over a mile away (Kington Langley), with a walk on single track rural roads with no lighting to access the hotels on either side of the carriageway.

If you’d like advice on the location of any specific accommodation you are considering please do feel free to ask us.

All receipts must contain:

* Name of traveller, name and address of accommodation
* Rate, nights stayed, and payment received.
* Must be VAT receipt. Booking confirmation will not be accepted.
* Taxi journey must include start and finish points, and date of travel.
* Reimbursements will not be made if corresponding receipt(s) is missing.

Claims must be made within one month of travel to [admissions@dysoninstitute.ac.uk](mailto:admissions@dysoninstitute.ac.uk) using the form, and all receipts attached.

Expense Reimbursement Request – 2025.

**Please type answers, and return as a Word document** **to** [admissions@dysoninstitute.ac.uk](mailto:admissions@dysoninstitute.ac.uk) **with all associated receipts.**

Please refer to the [assessment day](https://www.dysoninstitute.ac.uk/undergraduate/applying/assessment-day) information on our website that provides more information and claim limits:

* UK (exc. NI) applicants – up to £150
* Northern Irish and European applicants – up to £250
* International applicants – up to £1,000

|  |  |
| --- | --- |
| Name of applicant |  |
| Address inc. house number, street, town & post code |  |
| Email address |  |
| Name of Event |  |
| Date Attended |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Account Holder Name(s) |  | | |
| Name of Bank |  | | |
| Bank Sort Code |  | Bank Account Number |  |
| IBAN code (if not a UK bank) |  | | |

Travel Expense Details

* Breakdown of costs below must be completed, and receipts/proof of purchase attached separately to claim. Hotel receipts must include date of stay, name on booking, name of accommodation, and amount paid. Hotel booking confirmations cannot be accepted in lieu of receipt.
* For mileage, please include postcode to postcode, number of miles and a route map attached separately. Don’t forget the return journey!

|  |  |  |  |
| --- | --- | --- | --- |
| Car (postcode to postcode) |  | miles | £ |
| Train |  | | £ |
| Bus/Coach |  | | £ |
| Taxi |  | | £ |
| Hotel |  | | £ |
| Other |  | | £ |
|  | Total amount spent (£GBP) | | £ |
|  | Total amount claimed (£GBP) | | £ |

* Once approved, payments can take up to four weeks from date received to be paid.
* Mileage is calculated at 20p per mile.

The information in this form has been collected for the purpose of making the reimbursement. This form will be securely transferred to Dyson Technology Limited for processing. If you have any queries with regards to how your data is used, stored or securely disposed of, please contact Dyson’s Global Privacy Team at [privacy@dyson.com](mailto:privacy@dyson.com)