

Information for successful applicants of mobility funding

Travel guidance

- **Booking travel.** All recipients of mobility funding are responsible for arranging their own travel which they can do through the [University Travel Hub](#)
- **Travel policy.** If you are not familiar with it already, please refer to the University's [travel policy](#)
- **Sustainability** policy for [business travel](#)
- **Expenses** [guidance](#).
- **TRICAP** which is the University [Travel Risk, Insurance, Compliance Approval Portal](#) (this ensures that you are insured when you travel and should be done for any overnight travel (UK or overseas))
- **Safezone** App. [Download the app here](#).

Communications/Promotion

- **Contacts.** If you are not already in contact, you might find it useful to reach out to the Dean for Global Engagement for the region that you are visiting, and/or the College International Dean from your College. Details of all relevant internationalisation contacts can be found [here](#).
- **Strategy.** There are regional, School and College-level international strategies across the University as well as the [Global Glasgow 2025](#) strategy, and your activity should play a role, however big or small, in supporting them.
- **Promoting the University overseas.** Our [global reputation toolkit](#) includes materials to support you in preparing the visit.
- **Connect newsletter.** It also contains a link to our global partners newsletter, Connect, which we encourage international partners to subscribe to – please promote this to your contacts.
- **Business cards** can be ordered by following [this link](#) and contacting the printing team with your request.

Follow-up

- **Progress reports.** For the International Partnership Development Fund (IPDF), the Early Career Mobility Scheme (ECMS) and the International Experience Fund (IEF), all funding recipients are required to submit an online initial [progress report](#) within two months of the activity.
- Follow-up activity upon return to Glasgow (workshops, presentations)
- **Research development.** Research development/business development teams in colleges.