

BactiVac 3rd Annual Network Meeting Travel Bursary – Reimbursement Guidance

- The total claim value is a maximum of up to £1,050 which consists of £800 available for each travel bursary plus the standard delegate airfare subsidy. Claims exceeding this total amount will not be reimbursed
- Reimbursement of costs will only be processed after the meeting. No payments will be provided before the meeting is held, and payment is conditional on full attendance at the event for which the bursary was granted
- All expenses must relate exclusively to you alone and your attendance at the BactiVac Annual Network Meeting for which the award was issued
- Please keep receipts for all of your expenses. You will receive a travel expenses reimbursement form which will need to be completed in full, including bank details. All claims must be supported by fully itemised **original receipts** (credit card or bank statements will not be accepted). All claim forms must be signed (electronic signatures are not accepted).
- The minimum transaction value for international payment claims in any one claim is £50.00 GBP
- Foreign currency claims will be subject to the exchange rate applied by at the time of processing the claim by the University of Birmingham to ensure compliance
- Foreign currency transaction charges imposed by the applicant's bank are borne by the applicant
- The University of Birmingham will not be liable for any cancellation charges in the event of non-attendance
- The University of Birmingham will provide a letter of support for your Visa application, once registration for the event has been confirmed. We are however unable to offer advice with regard to Visa applications. Applicants are encouraged to apply for relevant Visa documentation in sufficient time to ensure attendance at the event
- Registration and vaccination costs for attending the BactiVac Annual Network Meeting cannot be claimed as part of this travel bursary award
- No claims for alcoholic purchases will be reimbursed
- Payment of per diem's will not be accepted, all expenditure to be claimed must be receipted
- Any expenses deemed excessive or unreasonable by the University of Birmingham will not be paid

Travel and Accommodation Allowances

Air Travel	<p>This must be economy class only</p> <p><i>BactiVac are unable to provide assistance with booking air travel</i></p>
Rail / coach travel	<p>This should be standard class only</p> <p><i>BactiVac are unable to provide assistance with booking travel</i></p>
Daily subsistence rate to include evening meal	<p>Must not exceed £42.00 GBP</p> <p><i>All receipts should be for one meal/one person only. All claims will be reviewed by the BactiVac team and any duplicate meal receipts will not be processed</i></p>
Evening meal only	<p>The maximum allowance for evening meal is £25.00 GBP</p> <p><i>All receipts should be for one meal/one person only. All claims will be reviewed by the BactiVac team and any duplicate meal receipts will not be processed</i></p>
Car mileage	<p>These claims will be paid at the standard rate as determined by BactiVac</p>
Accommodation (Bed and breakfast)	<p>Must not exceed £180 GBP per night</p> <p><i>Accommodation (single occupancy bed and breakfast) is provided for attendees within the event registration package for the nights of 23, 24, 25 and 26 March 2020 and will be organised for delegates by BactiVac.</i></p> <p><i>Additional reasonable accommodation requirements will need to be arranged personally and claimed as per the guidance provided</i></p>

All claims should be submitted before **30 April 2020**. Claims submitted after this date will not be accepted.

For queries, please contact bactivac@contacts.bham.ac.uk Telephone: +44 (0)121 414 6973