



## ANTI-VeC UK Travel Bursary - Reimbursement Guidance

1. Up to maximum £300 is available to fund each bursary and will be for actual costs incurred. Any underspend will be retained by ANTI-VeC.
2. 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.
3. All expenses must relate exclusively to you and your attendance at the ANTI-VeC Meeting for which the award was issued.
4. Subsistence: all receipts should be for one meal/one person only. No alcohol purchases will be reimbursed.
5. Please keep receipts for all of your expenses. You will receive a Claim Form to be completed in full, including Bank details. All claims must be supported by **original receipts** (credit card or bank statements will not be accepted).
6. Payment of per diems will not be accepted. All expenditure to be claimed must be receipted.
7. Any expense deemed excessive or unreasonable by the ANTI-VeC Team will not be paid.

Eligible Cost Categories	Comments
Rail tickets Standard Class	Standard class is the expected standard of travel.
Air travel Economy	Economy class is the expected standard of travel.
Taxis	Taxis may be used for journeys providing it is more cost effective than other options, or when it would not be reasonable to take a connecting journey via public transport (please provide an explanation when claiming).
Subsistence (Meals)	<p>We will reimburse the actual cost of breakfast, lunch and an evening meal while the individual is at the annual meeting, up to a maximum cost of £30 per day.</p> <p>All receipts should be for one meal/one person only. All claims will be reviewed by the ANTI-VeC Team and any duplicate meal receipts will not be processed.</p> <p>Please note that this is not an allowance, but the maximum amount that can be claimed (including VAT).</p>

## Ineligible Cost Categories

### The following items are excluded from Bursary Funding

Including but not limited to the following items:

Gifts

Souvenirs

Alcohol

If you are in doubt about whether an item is covered or not, please check with the ANTI-VeC Team. Any ineligible receipts will not be processed.

The eligible duration for expenses to be reimbursed by ANTI-VeC is the duration of the Meeting in **June 2019**.

**Any questions for clarification about eligibility should be directed to Gillian Dyer at [anti-vec-network@glasgow.ac.uk](mailto:anti-vec-network@glasgow.ac.uk)**

Payment is made in arrears, and can be made in two ways:

1. **If your organisation paid the costs:** please contact ANTI-VeC ([anti-vec-network@glasgow.ac.uk](mailto:anti-vec-network@glasgow.ac.uk)) to check what is required for your organisation to be reimbursed.
2. **If you personally paid the costs:** a detailed expense claim and Expenses Breakdown of costs incurred (supplied by ANTI-VEC support team), with receipts should be submitted. Costs will be reimbursed to the bank account stated on the form. Claimants will need to send hard copies of the:
  - (a) Sundry Payment Form;
  - (b) Expenses Breakdown;
  - (c) Original itemised receipts.

**Claims will not be processed until the hard copies are received.**

To the ANTI-VeC support team:

Gillian Dyer  
Administrative Assistant – ANTI-VeC Network  
MRC-University of Glasgow Centre for Virus Research (CVR)  
Institute of Infection, Immunity and Inflammation  
College of Medical, Veterinary and Life Sciences  
University of Glasgow  
Henry Wellcome Building  
Room 330  
Garscube Campus  
464 Bearsden Road  
Glasgow G61 1QH

Payment will be for actual expenditure up to the award value.

Any underspend on grants will be retained by ANTI-VeC.



Imperial College  
London

