



## ANTI-VeC Travel Bursary - Reimbursement Guidance

1. Up to maximum £2,000 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. Travel, visa, vaccinations and insurance: you will be responsible for booking your flight and travel needs plus any visa, immunisation and insurance needs.
5. Subsistence: all receipts should be for one meal/one person only. No alcohol purchases will be reimbursed.
6. You will receive a Claim Form to be completed with your Bank details. Please return this as an excel spreadsheet. We also require Bank Account Confirmation attested from your Bank as well as Intermediary Bank Details if needed. All claims must be supported by **original receipts** (credit card or bank statements will not be accepted). Failing to submit correct bank information will result in your payment being returned and bank charges will be incurred which will be deducted from your claim.
7. Foreign Currency Claims will be subject to the exchange rate at the time of processing the claim by the ANTI-VeC Team. **Payments will be made in GBP.**
8. Please note there are Bank Charges associated with international money transfers and these will be shared between ANTI-VeC and the payee.
9. Payment of per diems will not be accepted. All expenditure to be claimed must be receipted.
10. 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).
Travel visa fee	Only for the purpose of travel to the UK for the ANTI-VeC annual meeting (short term/single entry visa).
Medical costs relating to travel	Additional medical costs incurred connected to the annual meeting will be reimbursed (e.g. vaccinations required in order to travel).
Travel Insurance	We advise that you take out Travel Insurance for your trip, to cover the cost of lost luggage for example and to cover medical costs relating to illness/injury occurring once abroad.
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						
<b><u>The following items are excluded from Bursary Funding</u></b>						
Including but not limited to the following items:						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Gifts</td> <td style="width: 33%;">Souvenirs</td> <td style="width: 33%;">Luggage wrapping</td> </tr> <tr> <td>Alcohol</td> <td>Passport photos</td> <td></td> </tr> </table>	Gifts	Souvenirs	Luggage wrapping	Alcohol	Passport photos	
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Alcohol	Passport photos					
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 sundry foreign payment, Expenses Breakdown of costs incurred form (to be supplied by the ANTI-VEC support team,) and Bank Account Confirmation, with receipts should be submitted. Costs will be reimbursed to the bank account stated on the form. Claimants will need to email ([anti-vec-network@glasgow.ac.uk](mailto:anti-vec-network@glasgow.ac.uk)) and send hard copies of the:
  - (a) Sundry Foreign Payment Form;
  - (b) Bank Account Confirmation (From your bank);
  - (c) Intermediary Bank details if required;
  - (d) Expenses Breakdown;
  - (e) Original itemised receipts.

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

To the ANTI-VeC support team:

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

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



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