

## **CREATe Launch Arrangements (Accommodation & Travel)**

Frequently Asked Questions *Updated 4<sup>th</sup> January 2013*

We are very happy to support your attendance with accommodation and travel expenses as follows:

- Accommodation for the night of January 31<sup>st</sup> 2013 in the [Hilton Glasgow Grosvenor Hotel](#) (paid in advance by CREATe) - **ONLY** if specifically **BOOKED** through the CREATe Centre.
- Reasonable travel expenses (to be paid for and claimed; limited as described in grid below)

<b>I am travelling from:</b>	<b>Reasonable expenses available up to:</b>
A location up to 50 miles from Glasgow	£30 per day (payable each day of attendance when no accommodation is required)
A UK location greater than 50 miles from Glasgow	£150
A non-UK location	Please contact us for details.
If you anticipate that your reasonable expenses will exceed the above limits please phone Andrew McHugh on 0141 330 2086 to discuss your specific circumstances and requirements.	

### **What expense claims will be considered reasonable?**

Costs considered reasonable are:

- Second Class Train, Bus/Coach, or Economy Air Travel
- Connections including taxi, rail or local bus
- Mileage costs in a private vehicle at a rate of 45 pence per mile (up to the limits stated above)
- Subsistence (not including alcohol)

### **How can I find the distance between Glasgow and my city of origin?**

An easy way is to visit [maps.google.com](http://maps.google.com) and use the "Get Directions" tool.

### **Where can I make travel arrangements?**

You can use your favoured means of travel, although we recommend the train if arriving from London and nearby areas. For those wishing to travel by train, [thetrainline.com](http://www.thetrainline.com) (<http://www.thetrainline.com>) provides access to a range of fares for UK destinations. For those wishing to travel by air, Skyscanner (<http://www.skyscanner.net>) allows you to search for available flights (including low cost flights) by start and destination airports.

### **How should I claim?**

If you have confirmed your hotel with us, then the hotel booking and payments will be handled by the CREATE Centre. Any additional costs (e.g. meals) may be reimbursed under the expense procedure outlined above. Please confirm accommodation requirements as soon as possible. For the reimbursement of travel costs we require the submission of *original* receipts plus a completed Glasgow University sundry payee form.

Sundry payee forms can be downloaded from

<http://www.gla.ac.uk/services/finance/downloadaform/sundrypayeeform/>

Complete your name, address and bank details on the form, sign it at the bottom and return it to the address below together with the original receipts or tickets. *Please do not complete the amounts or codes.* Put your name in the "description of expenses claimed" boxes.

Send forms and original receipts/tickets to:

The CREATE Administrator  
CREATE  
10 The Square  
University of Glasgow  
Glasgow G128QQ

### **How should I claim mileage costs?**

Mileage (description of journey and total mileage) should be described in a covering letter appended to your sundry payee form.

### **Can I stay in a different hotel and claim back the cost?**

No, unfortunately we can only offer attendees funded accommodation at our designated event hotel. Expense claims for any other accommodation (not specifically booked through us) will not be processed.

### **What if I am unable to attend?**

If you cannot attend for any reason we regret that we will be unable to reimburse incurred expenses.

### **Can I email you my travel claim?**

Unfortunately, we cannot process emailed travel claims since we require original receipts to be submitted.

### **I am travelling from afar and my travel connections require me to stay for the night of 1<sup>st</sup> Feb as well. Will accommodation be available for the 1<sup>st</sup> Feb night as well?**

Yes, we can work with you to best reconcile your individual accommodation requirements.

### **My spouse/ partner will travel with me to Glasgow. Is the hotel room, paid for by CREATE, a single or a double occupancy room?**

The rooms booked for and paid by CREATE in the Hilton Grosvenor (details above) are for single occupancy (including breakfast). However, we have negotiated a one off special deal to upgrade to double occupancy (with breakfast) at **£6 per night per room** (to be paid directly by the guest themselves). If you wish to stay in Glasgow beyond the launch days for the weekend, we have further negotiated with the hotel to extend our special CREATE rate to our guests staying on and paying directly for the weekend i.e. 2<sup>nd</sup> and 3<sup>rd</sup> Feb 2013 – please get in touch for details.