

CREATE Researchers Conference & Empirical Capacity Building event, Edinburgh, 13-14 June 2013

Travel and Accommodation - Support for Attendees

The CREATE Centre will support your attendance with accommodation and travel expenses as follows:

Accommodation for the night of Thursday 13 June 2013 will be paid in advance by CREATE, although ONLY if specifically BOOKED through the CREATE Centre at Masson House - part of Pollock Halls <http://www.edinburghfirst.co.uk/for-accommodation/massonhouse-> Internal - wifi is free to all guests.

Reasonable travel expenses (to be paid for and claimed; limited as described in grid below)

I am travelling from:	Reasonable expenses available up to:
A location up to 50 miles from Edinburgh	£60
A UK location greater than 50 miles from Edinburgh	£200

Please note that we are unable to offer any more compensation for travel and related expenses than those mentioned in the above limits. Any claims with amounts more than the above will be paid up to the limits advised. This policy will be strictly enforced.

What expense claims will be considered reasonable?

Costs considered reasonable are:

- Second Class Train, Bus/Coach, or Economy Air Travel . (We strongly encourage the use of rail travel and will happily pay for any internet vouchers - within above limits - for use on train services.)
- 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 should I claim?

If you have indicated on the Eventbrite registration page (through your invitation email) that you require overnight accommodation in Edinburgh on June 13th, 2013, then the accommodation 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 to Diane McGrattan as soon as possible (Diane.McGrattan@glasgow.ac.uk)

For the reimbursement of travel costs we require the submission of original receipts plus a completed University of Glasgow sundry payee form, available 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:

Mrs Diane McGrattan
CREATe Administrator
CREATe
10 The Square
University of Glasgow
Glasgow G12 8QQ

How should I claim mileage costs (e.g, for private vehicles)?

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 accommodation and claim back the cost?

No, unfortunately we can only offer attendees funded accommodation at Masson House. 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 would like to multi-task on CREATe work while in Edinburgh and hence may require more than 1 night accommodation. Can this be arranged?

Yes, although we will allocate the expenses for additional nights stay to your individual University's CREATe account/budget code.