

# Expenses guidelines

Please read these carefully as claims will only be reimbursed which adhere to the guidelines below

## Campaign-funded delegates

### Who's eligible?

- Current grant holder either at the time or after registration
- Researchers whose **salary** is supported by a Campaign grant either at the time or after registration
- Campaign grantee/researchers whose grant has finished up to 12 months before the conference (see instructions below)

### Who's not eligible?

- Co-applicants or collaborators of Campaign grantees
- Researchers working on Campaign grants informally but whose salary is not funded by the charity
- Non-Campaign breast cancer researchers

## What can you claim?

### Current grant holders and researchers (salary supported by Campaign)

- Registration, travel and accommodation will be covered by Campaign

### Those who become grant holder or researcher (salary supported by Campaign) after they have registered

- Registration, travel and accommodation will be covered by Campaign
- Registration costs that you have already paid will be refunded to you after the event

### Campaign grantee/researchers whose grant has finished up to 12 months before the conference

- Their grant will have closed after 17 May 2009
- Can claim costs of registration, travel, accommodation from the **travel allocation of their Campaign grant** if there are sufficient funds. Please check with your institute's finance department.

## Booking travel and accommodation

### Important notice for claiming expenses

#### Current grantees/researchers

- Travel and/or accommodation must be paid for from attendee's own personal account or arranged by University
- **Expenses must not be claimed from /invoiced to travel allocations of the researcher's Campaign grant**
- Campaign will cover these costs from a separate budget and expenses can be refunded using a form available from Campaign after the conference

#### Campaign grantee/researchers whose grant has finished up to 12 months before the conference

- Grant will have closed after 17 May 2009
- Can claim costs of registration, travel, accommodation from the **travel allocation of their Campaign grant** if there are sufficient funds. Please check with your institute's finance department.

#### Accommodation

- Campaign-funded delegates should aim to travel to the meeting and back within the day
- Where distances prevents this, accommodation should be booked by the attendee in advance
- This should be **one night only**, costing no-more than £120
- Please retain receipts to claim expenses from Campaign

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## Travel

- Travel should be arranged by attendee at least 2 weeks advance
- This will help to ensure costs to the Charity are minimised
- Standard train or economy flight travel (where appropriate)
- Please note that on many occasions, 2 single tickets may be cheaper than a return
- Travel in excess of £100 will only be acceptable for refund under special circumstances
- Retain receipts to claim expenses from Campaign

## How to claim

- Eligible delegates will automatically be sent an expenses claim form by Hampton Medical Conferences Ltd after the conference
- Instructions of how to complete and where to apply will be enclosed
- You will need to provide original receipts

Please contact Hampton Medical Conferences Ltd at [Campaign@hamptonmedical.com](mailto:Campaign@hamptonmedical.com) if you have any questions or require any advice on hotels close to the venue.