

UKCCSRC Network Early Career Researcher Programme Annual ECR Meeting, Edinburgh, 13 September 2016

TERMS & CONDITIONS OF AWARDS

Funding is available to support travel, accommodation (maximum two nights, if distance does not allow attendees to travel to Edinburgh on the morning of the meeting) and subsistence for the meeting. Where travel is required, the UKCCSRC will normally pay the lowest available travel fares. For example, this means that low cost train tickets/airlines should be used where appropriate. Applicants are strongly advised to keep costs low by arranging reasonably priced accommodation where possible, either in university halls of residences or in local guesthouses etc. The UKCCSRC may only reimburse allowable expenses set by both EPSRC and the University of Sheffield; this includes no first or business class travel, and some restrictions on prices for overnight accommodation and subsistence. Please contact the Finance team at carys@ukccsrc.ac.uk or call Carys Blunt on 0114 215 7235 if you require clarification on any financial matters.

The award is granted for the purposes outlined in the application. The UKCCSRC must be informed of and approve any substantive changes to the proposed activity. Failure to receive written approval from the UKCCSRC about proposed changes could result in funding being withdrawn or withheld. Retrospective requests for funding or requests for reimbursements for activities that were not included in the approved application will not be considered under any circumstances.

Please direct any questions about non-financial matters relating to this call to the Network Manager, via network@ukccsrc.ac.uk or 0131 650 8564.

Applicants must complete an expense claim form with receipts immediately after the meeting and submit to their home institution who will reimburse at 100%. The home institution should then invoice the UKCCSRC team at the University of Sheffield (at the address below) to arrange reimbursement at a recovery rate of 80%. Please quote on the invoice the full final expenditure and then the recovery rate of 80% for payment. A breakdown of the travel details will also be required for the invoice to be processed in accordance with EPSRC guidelines. The template for providing a breakdown of the travel details is attached below.

Where out of pocket upfront costs would make a visit possible, please contact the Finance team to discuss before expenditure takes place.

If actual expenses claimed from UKCCSRC are expected to exceed the value of the award made, applicants must seek advice, before travel bookings are made, from the Finance team at carys@ukccsrc.ac.uk.

[PTO for Travel and Subsistence Breakdown to be filled in and attached to the claim invoice]

Travel and Subsistence Breakdown to be filled in and attached to the claim invoice - payment will be delayed if details are incomplete.

University:

Name of participant:

Award reference:

Invoice number:

Date of Invoice:

Travel & Subsistence Breakdown	Reason for travel	Dates of travel	100 % Cost £	80% Claim £
UK				
Overseas				
Conferences and Meetings fees				
Total				

Invoices to be sent to:

Melissa Ayres
UKCCSRC Finance Manager
UK Carbon Capture and Storage Research Centre
Velocity House, The University of Sheffield
Solly Street,
Sheffield, S1 4DE, UK