UKCCSRC ECR Awayday, London
24-25 May 2022
ECR Travel Fund

TERMS & CONDITIONS OF AWARD

Funding is available to support travel 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. Please note that travel by car/mileage claims will not be considered. It is expected that most ECRs will be able to travel to London on the morning of Tuesday 24 May and return home late afternoon on Wednesday 25 May, therefore requiring only one overnight stay in London. The amount claimable for accommodation will be capped at £120. Requests for an additional night of accommodation should be justified and approved in advance by the UKCCSRC Finance and Centre Manager Carys. The UKCCSRC may only reimburse expenses allowable by both EPSRC and the University of Sheffield (please note that the University of Sheffield does not allow bookings through the company AirBnB to be claimed); this includes no first or business class travel, public transport over taxi journeys where available and some restrictions on subsistence (subsistence may not be claimed in respect of conferences where meals are provided).

It is a condition of the award that the applicant contributes to social media outputs during and a blog at the end of the UKCCSRC ECR Awayday. Blogs must be submitted with a title, images and image captions to Rachel r.f.money@sheffield.ac.uk by 1st June 2022. Expense claims will not be processed by the UKCCSRC until a satisfactory blog has been submitted. Expense claims should be received by the UKCCSRC team no later than 8th June 2022. Further applications for funding will not be considered by the UKCCSRC until a satisfactory blog has been submitted.

Please contact the UKCCSRC team at info@ukccsrc.ac.uk or call on 0114 215 7228 if you require clarification on any matters financial or other.

Applicants must complete an expense claim form with receipts immediately after the ECR Awayday and send these to the address below for reimbursement. Please also send a scanned copy of your expense form and receipts to h.gregory@sheffield.ac.uk. Expense claim forms will be emailed to all successful applicants following the ECR Awayday.

Where out of pocket upfront costs would make a visit impossible, please contact the UKCCSRC 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 UKCCSRC team at info@ukccsrc.ac.uk.

Expense Claims to be sent to:

Helen Gregory
UKCCSRC (D03)
Ella Armitage Building
40 Leavygreave Road
Department of Mechanical Engineering
The University of Sheffield
SHEFFIELD
S3 7RD