**Guide to claiming**

**Maximum values**

|  |  |
| --- | --- |
| **BSH Members for more than one year** | **Non-members and BSH members for less than one year** |
| LMIC resident £1000 | LMIC resident £750 |
| UK resident £750 | UK resident £500 |

**Registration fees.**

If you have booked using the code given in the award letter, then you do not need to claim your registration fees back on your claim form however these will be taken into consideration when we check the amount you are claiming for. For example, you are a member coming from India. You’ve received your approval letter, confirming that you have been awarded **£1,000**. You qualify for the members concessionary early rate registration of **£120**. If you use the grant code given in your award letter to register, your registration fee will be deducted from your award, leaving you up to **£880 that you can claim for on your claim form.**

If you have paid your registrations fees and not used the code, please attach the receipt and include on your form.

**Travel – All travel must be evidenced by receipts**

|  |  |
| --- | --- |
| **Train Fares** | You can only claim for standard class travel. If you travel first class, you will normally only be reimbursed for the standard class fare, unless you have a disability and there are no standard class facilities that can accommodate disabled needs. |
| **Air Travel** | The reimbursement of air travel expenses is normally limited to economy-class flights both domestically (UK) and internationally. If your air fare is booked outside of the UK and is not in UK £ for example your receipt is in US dollars, convert to £ and enter this on your claim form. E.g. Your receipt is in US dollars, convert **$612.64** to pounds sterling: **£464.85** and enter this on your claim form. |
| **Travel by privately owned car** | BSH will not reimburse parking fines, congestion charge fines or fines for other motoring-related offences. If you are car sharing only one of you can claim mileage, parking etc. Petrol receipts are required to claim mileage at 45p per mile, proof of mileage is not sufficient. |
| **Travel by taxi** | Claimants should obtain an official receipt from the taxi driver to substantiate their travel expense claim. |

**Accomodation**

Please note when booking your accommodation, the maximum spend is £120 per night outisde of central London and £190 in London Zone 1. This grant will cover up to three nights. If your accommodation in Glasgow on any of the three nights is more than £120 you will be liable for the difference on that night see example below.

|  |  |  |
| --- | --- | --- |
| Night one | £80 | BSH refunds £80 |
| Night two | £200 | BSH refunds £120 |
| Night three | £80 | BSH refunds £80 |
|  | Total spent £360 | Total BSH refunds £280 |

**Meals and subsistence**

The BSH does not pay round-sum subsistence allowances. A receipt should support all claims for meals or subsistence. Subsistence rates should include all meals in a 24-hour period and are capped at £46 per 24 hours. You will not be able to claim for lunch if it has been provided at the ASM on a day you are attending.

**Grant award claim form**

Please complete this claim form digitally, or in block capitals in black or blue ink, and attach all supporting vouchers, receipts and documentation. Please ensure that any scanned or photographed documentation is clearly legible, and note that funding may not be disbursed if requests do not meet the reasonable costs stipulation:

*Up to three nights’ accommodation at £120 per night or less, standard return train tickets or economy return plane tickets, and appropriate registration fees.*

**Please note that funding will only be disbursed up to the value approved by the grant review panel.**

|  |
| --- |
| Name of grant recipient………………………………….......................... Signature..…..……………….............................  Grant awarded.......................... ASM TRAVEL SCHOLARSHIP  Account name for payment *..............................................................* Bank*..................................................*  Account number \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Sort code \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  Dates of travel ..…………………………………………………………………………………………………..........................................  Date of claim........................... |

|  |  |  |
| --- | --- | --- |
| **Item details** | **Pounds (£)** | **Pence (p)** |
| **Transport**  Rail fares  **ALL CURRENCIES MUST BE CONVERTED TO GBP** | **464**  **30** | **85**  **11** |
| Air fares  **ALL CURRENCIES MUST BE CONVERTED TO GBP** |
| Car mileage(at 45 pence per mile, not to exceed standard class rail fare)  (Please specify journey details and miles travelled)  **PLEASE PROVIDE A RECEIPT FROM THE FILLING STATION(S). Proof of mileage is NOT sufficient (2 below)** |
| Other transport costs  **ALL CURRENCIES MUST BE CONVERTED TO GBP** |
| **Accommodation**  **ALL CURRENCIES MUST BE CONVERTED TO GBP**  **You can claim up to£120/night (3 below)** | **360** | **00** |
| **Subsistence**  **ALL CURRENCIES MUST BE CONVERTED TO GBP** |  |  |
| **Conference Registration**  IF YOU USED CODE BSHGRANTS25 TO REGISTER YOU CANNOT CLAIM FOR REGISTRATION. LEAVE THIS BLANK. If you did pay your own registration, please send your Receipt, NOT the Invoice (4 below) |  |  |
| **Total spent IN GBP** | **£854** | **96p** |
| **Total that you wish to request from BSH (if different from above)** | **£854** | **96p** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Office use only** | | | | | |
| Approved by | Date | Treasurer | Date paid | Invoice ref | Ledger no |

sf

Dd

J

U1.