

## **Annual Meeting Travel Grant Policy 2024**

Effective Date: 1 July 2024

This travel grant policy outlines the guidelines and procedures for providing financial assistance to individuals travelling specifically to the BSH Annual Meeting in London for educational purposes. The policy typically covers eligibility criteria, application procedures, funding limits, allowable expenses, reporting requirements, and any other relevant terms and conditions.

### **1. Eligibility Criteria**

- Non-consultant healthcare professionals
- Full attendance for the duration of the meeting
- Home address in the UK and outside of the M25
- No access to funding/travel expenses from other sources
- ALL receipts for your travel costs must be enclosed with the claim

### **2. Application Process**

Applications for the travel grant must be submitted after the event. Please follow the process below:

- Purchase your required travel;
- Attend the meeting and check in to the meeting on both days;
- Complete the travel form and declaration after the meeting;
- Return the completed travel form and ALL receipts to [accounts@bsh.org.uk](mailto:accounts@bsh.org.uk)
- The deadline for applications is 14 December 2024

Any incomplete applications will not be accepted and you will not be contacted for further information.

### **3. Funding Limits**

The maximum amount of funding that can be claimed is £100 per person for airfare, and train travel. Travel must be in standard class, with no exception.

The funding will be on a first come first served basis and awarded to 30 complete applications.



#### 4. **Payment**

Payment will only be made to the bank account details provided on the travel form. The name of the bank account **MUST** match the name of the delegate with no exception. Individuals will be reimbursed only.

It's important for the society to have a clear and transparent travel grant policy to ensure fairness, accountability, and effective use of resources. This helps both applicants and administrators understand the expectations and requirements associated with applying for and managing travel grants.

For all queries, please contact the events team on [events@bsh.org.uk](mailto:events@bsh.org.uk)

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