

## ResearchTogether: Expense Policy

*We want to ensure that cost is not a factor in participation to achieve a broad reach, we will therefore contribute towards the (reasonable) expenses that you might incur in attending. This document details the costs we will cover and the process to claim back expenses.*

If you have any additional costs not detailed in this policy, please contact us at [lifetime-cdt@glasgow.ac.uk](mailto:lifetime-cdt@glasgow.ac.uk).

### We will cover the following costs:

#### 1. Travel

The following costs should be paid for by attendees and claimed back via the expense process:

- Travel from your home to the venue and return, up to the value of £250\*.
- Travel between the conference venue (Advanced Research Centre, University of Glasgow) and the conference meal venue (Glasgow Grosvenor Hotel).

Please contact us by emailing [lifetime-cdt@glasgow.ac.uk](mailto:lifetime-cdt@glasgow.ac.uk) if you would like us to arrange and pay for your travel in advance.

#### 2. Subsistence

The following costs should be paid for by attendees and claimed back via the expense process:

- Subsistence costs while traveling from your home to the conference venue and return, up to the value of £40\*.

#### 3. Accommodation

We will book accommodation and breakfast for you at the Glasgow Grosvenor Hotel on 31st and/or 1st February. Please indicate on the registration form if you will require accommodation, please also detail any accessibility requirements.

### Expense Claim Process

Please email [lifetime-cdt@glasgow.ac.uk](mailto:lifetime-cdt@glasgow.ac.uk) with the following information:

- Your full name and address
- A screenshot of your bank statement that shows the bank logo detailing your account number/sort code. Please note we do not need to see any monetary statement values or transactions.
- Receipts for travel/subsistence.
- If claiming mileage, please send the postcode for the location you travelled from.

\*Please contact [lifetime-cdt@glasgow.ac.uk](mailto:lifetime-cdt@glasgow.ac.uk) if your costs will exceed the monetary value stated.