

## SPS Travelling Expenses Fund (TEF) Guidelines

**Please note that STAFF IN UNESTABLISHED POSTS are not eligible for these funds.**

The Fund exists for making grants towards the cost of travelling and other expenses incurred by **University officers in established posts\* in attending conferences or in travel for study or research connected with their University duties.**

Applications for grants shall be submitted to the School Office **before** the proposed expenditure is incurred. Applications are made through the Head of the Department/Institution concerned.

If you wish to apply to the fund please complete the application form and e-mail it to:

[SPSFinanceAdviser@admin.cam.ac.uk](mailto:SPSFinanceAdviser@admin.cam.ac.uk)

We will aim to give you a decision within a week

### **Foreign Travel Fund [FTF] & Travelling Expenses Fund [TEF]**

If the member of staff applying is a resident member of the Senate aged at least 50 years who wishes to travel abroad, for more details see: <http://www.admin.cam.ac.uk/offices/education/funds/>, then they **should** apply to the Foreign Travel Fund (FTF) in the first instance.

They can submit an application for the TEF simultaneously, noting that they've made an application to the FTF however, only if they are unsuccessful or partially successful from there (<£500 Conference or <£800 Research Trip) would they be eligible to receive funding from the TEF. Please notify us after the award from the FTF is made regarding the individual situation.

Applicants who are successful in obtaining the full upper limit (£500 Conference or £800 Research Trip) from the FTF will not be eligible to receive support from the TEF.

### **Guidelines on payments**

The guidelines for the awarding of grants from the TEF are as follows:

- a. An applicant may receive one grant only within a particular financial year (1 August - 31 July), the effective date being the date of notification of the grant.
- b. These are the following upper limits on grants from the Travel Fund. Please indicate on your form whether the claim is for a conference, or a research trip.
  - i. £500 for attendance at a conference, including return travel.
  - ii. £800 for a research trip, including return travel.
- c. Within the limits referred to in (b), grants are made as follows:

#### **i. Travel**

The SPS TEF may make a contribution towards fares based normally on the cheapest form of transport available for the travel in question. The travel allowance is in respect of one return journey only.

#### **ii. Subsistence expenses**

The SPS TEF may make a contribution toward subsistence expenses, depending on the period of absence.

- d. Awards will be made in arrears on condition that the recipient subsequently certifies that s/he has actually incurred the expenditure on which the application was based.

All receipts should be sent to your Departmental Administrator, within three months of the travel occurring, along with the completed Receipts Log as part of the certification process.

\* Please make your employment status clear on your application form, and if in doubt about your eligibility to apply, contact the School Office for advice.