

CONNECTED Travel and Accommodation Booking Guidelines

To be the most cost-effective please book in advance when possible. Only costs that adhere to these guidelines can be claimed. Itemised receipts will be needed to process the expenses claims.

Category	Allowable Cost	Comments
Taxis	Yes	Taxis can be used for journeys providing it is more cost effective than other options and appropriate to do so (please provide an explanation when claiming).
Rail Tickets Standard Class	Yes	Standard Class is the expected standard of travel.
Air Travel	Yes	Economy class is the expected standard of travel.
Travel Visa Cost	Yes	Only for a purpose of travel to/from the CONNECTED event (short term/single entry visa).
Medical Costs relating to travel	Yes	<p>Additional medical costs incurred in relation to the CONNECTED event trip will be reimbursed, for example vaccinations required in order to travel.</p> <p>Medical costs relating to illness/injury occurring once abroad should be claimed through travel insurance. Please remember to apply for travel insurance prior to travel. Please note CONNECTED is unable to pay for travel insurance policies.</p>
Meals	Yes	We will reimburse the actual cost of meals while the individual is travelling to/from the CONNECTED event, up to a cost of £35 per day.
Hotel	Yes	Maximum rate per night during travel to/from the CONENCTED event, per room: £100 (or equivalent). This should comprise of a standard room with private bath/shower room.
Per Diem Payments	No	This is not an allowable cost for travel to/from the CONNECTED event and will not be reimbursed