

## Terms and conditions - Guidelines for applicants

Submission of an application form will be taken as indicating agreement to the terms and conditions outlined below. The information that follows is general guidance, specific activity-related information about arrangements, costs and reimbursement will be provided to attendees for each activity.

### Expectation of Delegates

All delegates selected to partake are expected to:

- Be able to attend the dates of the event, and in the event of international travel have a valid passport for the dates of the event;
- Ensure their continued availability to partake in the visit. Places offered to partake in activities are not interchangeable with colleagues unless previously agreed with organisers;
- Attend all sessions timetabled while at the workshop and contribute fully in discussions and give presentations where agreed.

### Travel

*International Travel (where you are attending an activity in a foreign country)*

- The IUKWC will reimburse international flight expenses incurred between the UK-India.
- For UK attendees of activities in India:
  - The flight costs will be reimbursed after the activity has taken place upon receipt of a completed claim form and receipts. Note that we cannot reimburse expenses without an original hardcopy signed claim form and supporting receipts. You will be responsible for travel costs between your home/place of work and your departure airport, i.e. the IUKWC will not cover the cost of taxis, buses, trains between your home/place of work and the departure airport.
  - You will be responsible for booking your own flights- please keep all receipts.
  - For each activity the IUKWC will provide a maximum air travel budget for reimbursable travel.
  - International flights must be economy class, we cannot reimburse costs for Premium Economy, Business or First Class travel.
- For Indian attendees of activities in the UK:
  - International flights may be booked through the Indian coordination centre; if booked personally, international flights must be economy class, IUKWC will not be able to reimburse costs for Premium Economy, Business or First Class travel.
  - Note that we cannot reimburse expenses without an original hardcopy signed claim form and supporting receipts. You will be responsible for travel costs between your home/place of work and your departure airport, i.e. the IUKWC will not cover the cost of taxis, buses, trains between your home/place of work and the departure airport.
  - The IUKWC will provide further details of the travel support arrangements directly to Indian attendees for each activity.
  - The above travel support will be in accordance with the government of India regulations.
- The IUKWC may suggest flight times in order to coordinate onward travel/airport transfers.

- Once your flights are booked please forward the details of your flight, including arrival and departure times to your contact at IUKWC. Where practical the IUKWC will arrange airport-hotel transfers. We will normally cover this cost directly.
- The IUKWC will cover local travel costs incurred whilst attending an activity when this is not your home country.

#### *Domestic Travel (where you are attending an activity in your home country)*

- For activities in India
  - All invited speakers/participants from India will be provided with travel support. Flight and train tickets may be booked through IUKWC, India coordination centre.
  - If booked personally, travel class must be economy class for flights and 2AC for trains in India. IUKWC will provide support in form of reimbursements for bus travel.
  - The costs will be reimbursed after the activity has taken place upon receipt of a completed claim form and receipts. Note that we cannot reimburse expenses without an original hardcopy receipt.
  - The IUKWC will provide further details of the travel support arrangements directly to Indian attendees.
  - The above travel support will be in accordance with the government of India regulations.
- For activities in the UK:
  - The IUKWC will reimburse expenses for UK participants between your place of work/home and the activity destination, by train or bus (UK domestic flights cannot be reimbursed for UK participants).
  - You will be responsible for booking your own travel.
  - Travel class must be economy class in the UK we cannot reimburse costs for Business or First Class travel within the UK.
  - The costs will be reimbursed after the activity has taken place upon receipt of a completed claim form and receipts. Note that we cannot reimburse expenses without an original hardcopy receipt.

#### *Travel during the activity*

- The IUKWC will cover local travel costs incurred whilst attending an activity when this is not your home country.

#### Accommodation

- The IUKWC will cover or reimburse accommodation costs for participating in an activity that is not in your home city/usual place of work.
- Where the activity takes place in your home city/usual place of work accommodation will not be paid by the IUKWC.
- All invited speakers/participants from India will be provided with local hospitality in for activities in India.
- You will be advised whether the IUKWC or you are responsible for booking accommodation for the specific activity you are participating in. In general, for larger activities such as Workshops the IUKWC will arrange accommodation.
- Where the IUKWC arranges accommodation

- The IUKWC will arrange accommodation bookings and payment directly for workshops - details will be provided in your delegate's information.
- Should you require accommodation before or after the dates booked by the IUKWC for the activity, you are responsible for the arrangement and payment of this cost.
- Where you are responsible for booking your own accommodation
  - The IUKWC will provide a maximum budget for accommodation for UK participants and the dates for which accommodation will be reimbursable.
  - For Indian participants the accommodation expenses need to be in accordance with the government of India regulations. Further details on accommodation regulations will be provided directly to Indian attendees.
  - The IUKWC may be able to provide suggested accommodation locations if required.
  - The costs will be reimbursed after the activity has taken place, and for both India and UK participants - upon receipt of a completed claim form and receipts - Note that we cannot reimburse expenses without an original hardcopy receipt.
  - Should you require accommodation outside of the dates advised, you are responsible for the payment of this cost.

### Meals

- The IUKWC will cover or reimburse expenses for meals/subsistence costs for the duration of the activity.
- You will be advised which meals the IUKWC is arranging at each event.
- IUKWC will not reimburse the cost of meal expenses incurred in transit in your home country.
- Where the IUKWC is not arranging meals (e.g. an evening meal)
  - For UK attendees:
    - Any expenses incurred will be reimbursed after the activity has taken place upon receipt of a completed claim form and receipts. Note that we cannot reimburse expenses without an original hardcopy signed claim form and receipts.
    - You will be provided with the relevant subsistence rate limits with your delegate's information.
  - For Indian attendees:
    - All expenses incurred will be reimbursed after the activity has taken place upon receipt of a completed claim form and receipts. Note that we cannot reimburse expenses without an original hardcopy signed claim form and receipts.
    - Meal allowance will be in accordance with the government of India regulations. Further details on subsistence allowance regulations will be provided directly to Indian attendees.

### Visas, Passports and Insurance

- You will be responsible for arranging and paying for your own Passport, visa, and travel/medical insurance - the IUKWC will not reimburse these costs.
- The IUKWC will arrange for letters of invitation to be provided to you in order to apply for your visa.
- In order to prepare letters of invitation you will be required to provide a scanned copy of your valid passport and various details of your trip. The IUKWC will advise on these requirements for each activity. We will of course treat this information sensitively and only retain the information for the time required to process the letters.

### Claiming Expenses

- You will be provided with details about claiming reimbursement for expenses with your delegates' information pack.

### Cancellations

- Where an applicant does not attend an activity/event as planned the IUKWC will not reimburse/refund any costs expended – unless there are exceptional circumstances.
- In the case of exceptional circumstances necessitating an applicant being unable to attend/participate in an activity/event the IUKWC would require supporting documentation/evidence of the circumstances to support any request for reimbursement/refund. These claims will be then evaluated by the authorising manager before payment.

### Summary

Expense	Reimbursable with original receipts	Not reimbursable – individual responsible for this expense
Travel from home/work to departure airport in participants own country: International travel		Not reimbursable
Return flights UK–India or India–UK: International travel	Yes –economy class fare, budget will be provided	
Travel from home/work to activity venue by train/coach: domestic travel	Yes	
Travel from home/work to activity venue by flight: domestic travel	Yes- Indian participants only	
Travel from arrival airport to activity venue/hotel	Yes	
Visa and Passport		Not reimbursable
Travel/Medical insurance or costs		Not reimbursable
Accommodation during dates specified for activity	Yes- budgets will be provided	
Accommodation before or after specified dates for activity		Not reimbursable
Meals during dates specified for activity	Yes- will be provided	
Other meals not provided during activity	Yes– budgets will be provided	
Meals in transit in home country		Not reimbursable
Salary costs for attendees		Not reimbursable
ALL OTHER COSTS	Only by specific agreement with the IUKWC	Only by specific agreement with the IUKWC

### Ethics and Research Governance

Applicants must ensure that their participation in any proposed activity will be carried out to the highest standards of ethics and research integrity. Please refer to the Research Councils UK “[Policy and Guidance on Governance of Good Research Conduct](#)”

### Data Protection

The IUKWC will use the information that is collected for the purposes of processing your application and making, monitoring and reviewing applications. Information will be shared between CEH, IITM and the activity organisers as notified on the activity call for logistical arrangement of activities.