

## Grant conditions

### 1 Expectations

Moorfields Eye Charity is a registered charity and individuals being supported by MEC are expected to make every possible effort to ensure they source and use the most reasonable travel and accommodation deals. Furthermore, they are expected to exercise restraint and consideration when making their travel plans.

Applications can be made for up to two conferences each financial year. The expectation is that international conferences which occur within three months of each other – even if within two different financial years – will not normally be applied for.

### 2 Acknowledgement of funding support

MEC contribution to the conference attendance must be acknowledged in all relevant poster, talk or publications using the format within the Moorfields template (posters) or written acknowledgement in oral presentations in the format '**Presentation of this work was supported by Moorfields Eye Charity**',

Please note that failure to include this acknowledgement will normally result in the withdrawal of funding and no expense claims, even if otherwise eligible, will be honoured.

### 3 Allowed and disallowed costs

#### 3.1 Allowed costs

Funding will only be provided against the following areas only

1. contribution towards air/train travel to/from the conference
  - a. Flights - European conference – normal maximum of £200
  - b. Flights - International conference – normal maximum of £800
2. Standard accommodation for the duration of conference attended to a max of one night prior to the first day to the night before the last day of the conference
  - a. Normal maximum of £120 per night [please note change in cap]
3. registration fee for the conference. It is expected that only early bird levels will be booked for requested. Late/on-site registration fees will normally be automatically capped at the early bird level.
4. poster printing up to a maximum of £30.

#### Caps

- £2,000 will apply for an international conference
- £1,000 will apply for a European conference
- £3,000 per individual in any financial year (April to April)
- Maximum of 2 conferences per individual per financial year

These allowances are absolute ceilings and individuals should not consider them an 'available budget' to spend up to or that allowances can be moved between categories. Excessive or unreasonable claims will be subject to review and possibly reduced.

### 3.2 Disallowed costs

The lists in this **section are not considered exhaustive** and applicants are reminded that expenses can only be claimed under a very limited number of areas (see section above). MEC may query and/or remove any costs that are deemed to be outside the charities' funding remit, the spirit of the scheme and/or considered excessive. MEC also reserves the right to update/amend the allowed and disallowed costs as and when considered necessary. Individuals are expected to book well in advance of conferences and therefore late bookings may result in a cap in reimbursement if not robustly justified.

- Membership fees (even if required to be paid in order to register)
- Travel to/from home to departure station/airport charges
- Subsistence costs
- Taxis
- Above economy travel
- Checked baggage on European flights
- Insurance (any purpose)
- Tips and gratuity
- Room service
- Car hire
- Mileage
- Fees for social/networking events and meetings (even if part of a conference)
- Training courses/seminars even if part of a conference/meeting
- Early/late check out fees
- Phone calls
- Internet/Wi-Fi access
- Booking alternation

## 4 Claiming expenses requirements

Expense claims must be made **within 3 months** of the end date of the conference. **Please note that this requirement of 3 months is less than standard Moorfields Eye Hospital requirements.**

Failure to comply with this request will result in the rejection of the claim. Individuals are advised to keep a copy of the receipts/paperwork for their own records.

### 4.1 Receipts

Receipts must be provided for all claims.

- Dated, legible receipts are required for all items claimed.
- Any claims/part of a claim submitted without receipts will be automatically removed without notice.
- Receipts must be detailed enough to include a full breakdown (summary/total receipts will not be considered) of items making up the receipt with the total costs also provided.
- Hotel receipts must clearly show who booked the room, how many occupants there were and a full itemised list of costs charged to the room.
- Where more than one person's costs are included in the receipt (including room bookings, flights etc.), the items attributable to the claimant should be highlighted and subtotalled, i.e. the division of the total by the number in the party is not sufficient.
- Public transport tickets – receipts must include details of journey taken. It is the responsibility of the claimant to request/acquire such a receipt at the time of ordering/purchasing and to be aware that original tickets may be retained by station exit machines.

- Flight information must include dates travelled, route taken and class of travel.

## 4.2 Exchange rates

- Receipts for foreign currency expenses paid for in GBP must be accompanied by bank/credit card statement\* which details the transaction i.e. cost in foreign currency, exchange rate, bank charges and final GBP cost
- If relevant bank/credit card statements are not supplied, MEC will apply the following
  - Foreign currency expenses paid for in that currency for will be calculated by using the rate on the first day of the conference/meeting (using [www.xe.com/currencytables/](http://www.xe.com/currencytables/))

\*When providing copies of bank/card statements, individuals are strongly advised to cover any unnecessary and unrelated information. The name of the statement holder and last 4 digits of the card/account are all that are required in addition to the relevant transactions.

## 4.3 Providing additional information on any aspect of the claim

If a submitted claim includes any variations from the allowed costs and/or required presentation of receipts, it is the sole responsibility of the claimant to include a cover note explaining the variation. This includes travel routes which vary from a direct return journey from London to conference destination. This does not imply that the variation will be allowed or supported but without this explanation, variations, errors or unsupported claims may be automatically discounted from the submitted claim.

## 5 Disputed claims

Claimants have up to 30 days from the date of decision on claim to submit a written request for the review of a claim they wish to dispute.

## 6 Abuse of expenses

The fraudulent or negligent submission of a claim for reimbursement of expenses may be considered to be gross misconduct.

## 7 Reporting

Recipients of a Moorfield Eye Charity Research Travel Grant must provide a report following their conference attendance and no reimbursement will take place until a satisfactory report has been provided.