

# Social Sciences Research Methods Centre (SSRMC) Summer Advanced Training Courses

## Bursary Terms and Conditions

A limited number of bursaries have been made available by the University of Cambridge's ESRC Doctoral Training Centre to help with travel and accommodation costs for course participants based outside the University of Cambridge.

The following terms and conditions apply:

- Only travel within the UK is eligible.
- Travel must be standard class.
- Travel bursaries will be awarded on the assumption that tickets will be booked in advance on routes where this is available.
- Accommodation bursaries will not be awarded to participants living within a 30 mile radius of London.
- Bursaries will be paid only once the training course has taken place and upon the condition that the course has been attended in **full**.
- Once full attendance has been confirmed, bursary recipients will be emailed an expenses claim form and instructions.
- **ALL** original tickets and receipts for travel and accommodation must be retained and attached to the claim form. Unfortunately we are unable to reimburse expenses without original receipts due to auditing purposes.
- If the final costs are less than the bursary limit awarded then the awardee will be reimbursed for the exact costs incurred.
- Travel and accommodation bursaries are non-transferable.
- Payments can only be made to UK participants by cheque – funds can only be transferred electronically to overseas participants.
- Cheques will be posted to the address provided on the claim form.

## Bursaries available

- Up to £50 per night for accommodation (up to 3 nights)
- Up to £50 for travel for attendees travelling from London
- Up to £75 for travel for attendees travelling 100+ miles (not including Scotland)
- Up to £100 for travel for attendees travelling from Scotland
- Where applicable, mileage will be charged at 45p per mile
- Where applicable, an additional contribution of up to £10 per day will be given towards parking

These limits are not transferable i.e. if a recipient is awarded up to £75 on travel and spends £50 they cannot add the £25 difference to any accommodation bursary they might also have been awarded.