

Travel Guidelines for Delegates

Venue

The Museum of Science and Industry, Liverpool Road, Manchester, M3 4FP. The museum is well located and has excellent transport links, including free Metroshuttle bus from Piccadilly station. Full details can be [found here](#)

Travel Grants

This meeting has been funded by an Educational Grant from Vertex. As an invited delegate you are entitled to a travel grant of up to £100 in total. Please note the below points:

- Travel expenses can be claimed for standard tickets on public transport
- First class travel tickets cannot be claimed for
- Please endeavour to book tickets in advance to ensure value for money
- Car parking can also be claimed for. Preferential rates are available at local NCP car parks. A code will be sent to you closer to the time to book tickets online. Please note that there is no mileage allowance for drivers
- Taxis may be reimbursed when essential, please include all receipts

Once your travel has been booked you will be able to claim it back by completing the form below and returning it with scanned copies of the receipts to: education.events@christie.nhs.uk if you require any assistance please call 0161 918 7409.

Alternatively you will be able to complete a form and hand it in with your receipts on the day.

The processing of payments may take up to 8 weeks.

Expenses Claim Form for Delegates

Title of event	
Date of event	
Name of claimant	
Address of claimant	
Full details of journey undertaken including destination travelled to/from	
Method of travel	
Total amount to be reclaimed	
Signature of claimant	<p>.....</p>

Once completed, please return this form and associated receipts/proof of journey to:
Education Events School of Oncology, The Christie NHS Foundation Trust,
Wilmslow Road, Manchester, M20 4BX