



Conference Travel Guidelines

Introduction

In order to support the dissemination of Breast Cancer Now-funded work within the scientific community, Breast Cancer Now may supplement your **Response-mode grant** budget with an additional 'conference travel' award. These funds sit separately from the main research budget and any claim for reimbursement must meet specific criteria detailed below.

In order to qualify for reimbursement the attendee **must** present Breast Cancer Now funded work, either in the form of a poster or oral presentation. The charity will refund costs on receipt of an invoice accompanied by a completed expenditure breakdown form, and will require an abstract to be submitted.

Response-mode Project grants

Breast Cancer Now may provide £1000 for the costs of travel, registration and accommodation for one international conference and £300 per year for the costs of travel, registration and accommodation for national conferences. We expect that, where possible, the conference travel budget is used to fund the named researcher on the grant.

Response-mode PhD studentships

Breast Cancer Now may provide £1000 for the cost of travel, registration and accommodation for one international conference and £300 per year for the cost of travel, registration and accommodation for national conferences.

As the conference travel budget should form part of the student's career development plan the charity will only reimburse travel costs for the named researcher. PhD students may also use the award for travel for training purposes (in new techniques, for example).

Response-mode Scientific fellowships

Breast Cancer Now may award a total of £4500 for travel: £3000 for the costs of travel, registration and accommodation for three international conferences and £1500 for the costs of travel, registration and accommodation for up to five national conferences.

Response-mode Pilot grants

No conference travel costs are awarded for pilot grants.

Guidelines for booking conference travel

Breast Cancer Now receives all of its funding through charitable giving. As such it is necessary that costs are minimised wherever possible, and we ask that the following guidelines are observed when booking travel:

- i. Travel and/or accommodation should be arranged at least two weeks in advance
- ii. Where relevant, travel should be standard/economy class (except where cheaper options are available)
- iii. Please note that on many occasions two single tickets may be cheaper than a return
- iv. Breast Cancer Now reserves the right to refuse payments for any costs it deems to be unreasonable
- v. Breast Cancer Now will only reimburse the travel costs for one attendee per presentation for each conference. Other attendees, including co-applicants, collaborators and unnamed researchers, may not claim from this budget
- vi. The Conference Travel Budget is available throughout the grant and up to 12 months after the grant end date.