

## CTA's Scotland Conference

### Travel Bursary Fund

Our annual conference is traditionally held in Edinburgh, so we understand that those living some distance away face additional costs every year to take part.

This year, to help with this, we have a travel bursary scheme that will support smaller organisations and those travelling greater distances to manage these additional costs.

We are pleased to announce we have a number of bursaries of up to £100, available on a first-come-first-served basis.

These are open to staff or volunteers from current CTA members who:

- a) are travelling from more than 70 miles away from the venue (EH12 9SB), and
- b) have already purchased, or are intending to purchase, a ticket for the conference.

If you wish to apply, then please fill in and submit the travel bursary application form. All sections must be completed for your application to be considered.

Before you complete the form, please read our terms and conditions.

#### **Terms and Conditions**

- a) Applications need to be made by Monday 03 December at 4pm.
- b) As this is on a first-come-first-served basis we will be considering applications in the order in which they are received, so we advise you to apply as early as possible.
- c) The decision will be communicated by email to the applicant within one week of us receiving their form.
- d) The maximum bursary available is £100 per organisation. If your costs are under £100 then we will repay the full amount of your costs. If your costs are £100 or more then repayments will be capped at £100.
- e) If you need to travel the day before the conference then the bursary can be used towards the costs of accommodation, but the total available for travel and accommodation will remain capped at £100.



- f) If you haven't purchased a ticket for the conference already and are awarded a bursary you agree to purchase a ticket within one week of being notified that you are receiving the award.
- g) Payments will only be made to those who attend on the day and can produce valid receipts and evidence of costs incurred associated with travelling to our conference.
- h) You agree to abide by the rates and preferences set out in our expenses policy which can be found at: <https://ctauk.org/wp-content/uploads/2018/10/CTA-External-Expenses-Policy.pdf>
- i) You must provide scanned or original receipts of travel and have signed and dated the claim form. Claims forms will be emailed after the event.
- j) The CTA is committed to using public transport as the first choice for travel. We recognise however, that there are situations when travel by car may be more appropriate owing to poor availability of public transport and practicality for attending meetings in locations inaccessible by public transport.

***If you wish to apply for the travel bursary, please fill in the form at [ctauk.org/ctas-scotland-conference-travel-bursary/](https://ctauk.org/ctas-scotland-conference-travel-bursary/)***

