

24 July 2023

Ref: **BVN.TB23-47**

Dear Manish,

Successful Travel Bursary Award – BactiVac 4th Annual Network Meeting 2023

Thank you for applying to BactiVac for a Travel Bursary to support your attendance at our [4th Annual Network Meeting, 18-19 October 2023](#). We are pleased to inform you that your application for a bursary has been approved and funding awarded as follows:

Full name: Manish Kumar

Maximum sum: £1,400 GBP

Terms of award:

- Membership of the BactiVac Network.
- Expenses must relate exclusively to you and your attendance at the [BactiVac 4th Annual Network Meeting 2023](#) (*places are non-transferrable*). For full details refer to the [BactiVac Non-Staff Expense Guidelines](#).
- If you have not already done so, please ensure that you register to attend our 4th Annual Network Meeting 2023, [via the online e-shop](#). Places for the meeting are limited, so you are required to register for the meeting **no later than 10 August 2023 (11:59pm GMT)**. BactiVac cannot guarantee you a place at the meeting if you do not book an available slot.
- Please note that the subsidised meeting registration fee **cannot be claimed** against your travel bursary award.
- Payment of **reasonable** expenses will be made after attendance at the [4th Annual Network Meeting, 18-19 October 2023](#) on completion of the relevant claim documentation and submission of original **itemised** receipts up to the maximum allowable sum shown above. Reimbursement can only be made to the individual awarded. Please note that if payment of any element of the costs incurred in attending the meeting are to be made by a third party (e.g. your institution) then you will need to contact BactiVac to obtain advice in the first instance.
- Foreign currency claims will be subject to the exchange rate at the time of processing the claim by the University of Birmingham. Transaction charges imposed by the recipients' bank must be borne by the beneficiary.
- Air costs will only be reimbursed for economy class.
- Rail travel within the UK should be standard rail fare only.
- Accommodation costs (*reasonable to the duration of the meeting*) will only be reimbursed to a maximum of £180 GBP per night and must only relate to the named individual in this award.
- **Please note no claims will be paid for alcoholic purchases**
- Payment of per diem's will not be accepted, all expenditure claimed must be receipted.
- **All claims should be provided with original fully itemised receipts of payment - (credit card statements will not be accepted).**
- **The University of Birmingham will not be liable for any cancellation charges in the event of non-attendance, and any sums paid towards the awarded travel bursary would be required to be repaid.**

- The University of Birmingham will not process individual claims amounting to £50 GBP or under as transaction charges exceed the claim total.
- Claims for payment must be submitted to bactivac@contacts.bham.ac.uk **no later than 31 October 2023**. Claims submitted after this date will not be accepted
- Please note you may be required to submit a short report following your meeting attendance.
- Details of successful Awardees will be published on the BactiVac website (photograph, job role, organisation, country, additional text from completed evaluation form following the event)
- The University of Birmingham will not be liable for any cancellation charges in the event of non-attendance.

Acceptance of Award

1. Please email bactivac@contacts.bham.ac.uk to confirm acceptance of your travel bursary award **no later than Monday 7 August 2023 (23:59 GMT)**.
2. if you have not already done so, ensure that you register for the meeting [via the online e-shop no later than 10 August 2023](#).

If you are unable to accept this Award, you should email bactivac@contacts.bham.ac.uk **at your earliest convenience and no later than Monday 7 August 2023 (23:59 GMT)**.

If you have any queries relating to this award, please contact the BactiVac team on bactivac@contacts.bham.ac.uk in the first instance.

We look forward to welcoming you to the BactiVac 4th Annual Network Meeting 2023.

Kind regards



Professor Cal MacLennan
Director, BactiVac Network



Professor Adam Cunningham
Co-Director, BactiVac Network