

24 May 2024

Ref: BVN.TBAM24 - 55

Dear Manish

Successful Travel Bursary Award – BactiVac 5th Annual Network Meeting November 2024

I am pleased to inform you that your application for a travel bursary has been approved and funding awarded as follows:

Full name: Manish Kumar**Maximum sum:** £1,500 GBP**Terms of award:**

1. Membership of the BactiVac Network.
2. Expenses must relate exclusively to you and your attendance at the [BactiVac 5th Annual Network Meeting 4 – 7 November 2024](#) (*places are non-transferrable*). For full details refer to the [BactiVac Non-Staff Expense Guidelines 2024](#).
3. If you have not already done so, please ensure that you register to attend our 5th Annual Network Meeting 2024, [via the online e-shop](#). Places for the meeting are limited, so you are required to register for the meeting **no later than Friday 31 May 2024 (23.59 hours UK time)**. BactiVac cannot guarantee you a place at the meeting if you do not book an available slot.
4. Please note that the subsidised meeting registration fee **cannot be claimed** against your travel bursary award.
5. Payment of reasonable expenses will be made after attendance at the [Annual Network Meeting, 4 – 7 November 2024](#), on completion of the relevant claim documentation and submission of original itemised receipts (relating only to expenditure for the named individual in this award) up to the maximum allowable sum of £1,500 GBP. 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. Please note that no claim can be submitted for costs incurred in the event of non-attendance at the given meeting.
6. 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.
7. Air travel will only be reimbursed for economy class.
8. Accommodation costs (*reasonable to the duration of the meeting*) will only be reimbursed to a maximum of £200 GBP per night and must only relate to the named individual in this award.
9. **Please note no claims will be paid for alcoholic purchases.**
10. Payment of per diem's will not be accepted, all expenditure claimed must be receipted.

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11. All claims should be provided with original fully itemised receipts of payment - (credit card statements will not be accepted).
12. 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.
13. The University of Birmingham will not process individual claims amounting to less than £50 GBP as transaction charges exceed the claim total.
14. Claims for payment must be submitted to bactivac@contacts.bham.ac.uk no later than **Friday 15 November 2024**. Claims submitted after this date will not be accepted.
15. It is a requirement to attend the **full** conference in November 2024 (three full days). The Network expects the recipient of this award to utilise the opportunity provided and thus attend all sessions of the conference. Failure to do this will be noted by the Network staff and discussed with the Management for consideration of a sanction to apply for funding opportunities in the future.
16. If you accept the award and fail to attend the meeting without providing appropriate advance notification that this would be the case, the Network will impose an appropriate sanction.
17. Please note you may be required to submit a short-written report following your meeting attendance.
18. 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).

Acceptance of Award

- Please email bactivac@contacts.bham.ac.uk to confirm acceptance of your travel bursary award with all relevant conditions **no later than Wednesday 29 May 2024 (23.59 hours UK time)**.
- If you have not already done so, ensure that you register for the meeting [via the online e-shop](#) **no later than Friday 31 May 2024 (23.59 hours UK time)**.

If you are unable to accept this Award, you should email bactivac@contacts.bham.ac.uk **at your earliest convenience and no later than Wednesday 29 May 2024 (23.59 hours UK time)**.

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 BactiVac 5th Annual Network Meeting in November 2024.

Yours sincerely



Professor Cal MacLennan
Director, BactiVac Network



Professor Adam Cunningham
Co-Director, BactiVac Network

