

Please note that **STUDENTS AND STAFF IN UNESTABLISHED POSTS** are not eligible for this fund.

Foreign Travel Fund (FTF)

The Foreign Travel Fund is for **resident members of the Senate aged at least 50 years who wish to travel abroad, with a view of extending their knowledge in any branch of learning with which their teaching or research is concerned.**

Applications for grants shall be submitted to the Education Quality and Policy Office **before** the proposed expenditure is incurred.

Guidelines on payments in 2019-20

Important: Applicants should be aware that in 2019-20 the total income available will be £30,000. Applications will be considered, using a 'gathered field' approach, at three points during the year (9 November 2019, 13 February 2020, 21 May 2020). Immediately after each of these closing dates, allocations will be determined for each eligible application made by the date in question.

The guidelines agreed by the General Board for the awarding of grants from the FTF are as follows:

- a. An applicant may receive one grant only within a particular financial year (1 August - 31 July), the effective date being the date of notification of the grant.
- b. These are the following upper limits on grants. Please indicate on your form whether the claim is for a conference, or a research trip.
 - i. £500 for attendance at a conference, within one return journey at economy rate may be claimed, and other costs to a maximum of £500;
 - ii. £800 for a research trip, including return travel.
- c. Within the limits referred to in (b), grants are made as follows:
 - i. **Travel**
The General Board may make a contribution towards fares based normally on the cheapest form of transport available for the travel in question. The travel allowance is in respect of one return journey only.
 - ii. **Subsistence expenses**
The General Board may make a contribution toward subsistence expenses, depending on the period of absence.
- d. Awards will be made in advance on condition that the recipient subsequently certifies that s/he has actually incurred the expenditure on which the application was based and that no contributions towards that expenditure have been received which were not declared in the original application. All receipts should be sent to Natasha Cooke at Education Quality and Policy Office, Student Services Centre, Cambridge CB2 3PT as part of the certification process.