



## **BHF Travel Fund Policy for Principal Investigators**

For Project Grants, Programme Grants, Clinical Study Grants and Translational Awards the travel fund may be used at the Principal Investigator's discretion for the applicant, co-applicants and staff named on the grant, to present at or attend scientific meetings (conferences and symposia) relevant to the grant.

For Fellowships and PhD Studentships, the travel fund may only be used by the Fellow or PhD Student with the principal supervisor's authorisation to present at or attend scientific meetings relevant to the Fellowship/Studentship.

Expenditure must not exceed the annual budget but may be carried forward to the next year and can be used up to 3 months after the end date of the grant providing the claim is submitted within 6 months of the end date. Unused travel funds may not be used for any other purpose and the total sum for the duration of the award must not be exceeded.

BHF's prior approval to use the fund is not required.

All hotel, travel and subsistence costs must be kept to a minimum. BHF will reimburse up to £30 per day for meals. Full use should be made of discounted advanced purchase fares. Club/first class/premium etc. travel fares, alcohol, snacks, service charges and entertainment will not be reimbursed.

A claim for reimbursement should be included on the Institute's quarterly claim following the meeting but within 6 months of attendance with a completed BHF Travel Fund Claim Form (TVL) with copies of travel and accommodation receipts attached.

March 2018



**BHF Travel Fund Claim Form**  
(To be submitted following the meeting but within 6 months  
after attendance with an invoice from the Institute)

FORM TVL

*(The form is available via email on request and must be completed in-line with our Travel Fund Policy for PIs)*

<b>Name of attendee:</b>	<b>Grant no:</b>
<b>Position on grant (eg PI, co-applicant, staff member):</b>	
<b>Name of Principal Investigator (or Principal Supervisor of Fellow/PhD Student):</b>	
<b>Title, dates and venue of conference/workshop:</b>	
<b>Did the attendee present work funded by the grant? YES/NO (if YES - provide details; if NO - state reason for attendance)</b>	
<b>List separately the actual cost of attendance and attach receipts (eg registration fee, air fares, train fares, accommodation, mileage at £0.45 per mile etc): (please provide the exchange rate if foreign currency is used)</b>	
<b>Total sum claimed from BHF Travel Fund:</b>	
<b>Name of Principal Investigator:</b>	
<b>Signature of Principal Investigator:</b>	<b>Date:</b>

**PLEASE COMPLETE AND RETURN THIS FORM WITH A QUARTERLY INVOICE FROM THE INSTITUTE ATTACHING A COPY OF TRAVEL TICKETS AND ACCOMMODATION RECEIPTS WITHIN 6 MONTHS OF THE MEETING TO RESEARCH FUNDS DEPARTMENT, BRITISH HEART FOUNDATION, GREATER LONDON HOUSE, 180 HAMPSTEAD ROAD, LONDON NW1 7AW**