



The Christmas Meeting of the High Powered Laser Science Community

Travel Reimbursement Policy

The CLF wants to support the community members who want to attend this meeting. The funding envelope of the meeting is finite however, and a set of rules is needed to control costs. In this document we describe our current policy regarding funding travel to and from the meeting.

Section A – Preferred Route

1. The preferred route to funding travel is for attendees to specify their requirements at the time of registration and for the CLF User Office to then book travel that reasonably meets these requirements.
2. In 2019 we plan to open registration from the 17th May, and close registration on the 12th July.
3. Attendees who register by the 12th July have until the 19th July to specify their travel requirements.
4. Attendees who do not communicate their requirements by this date are no longer eligible for travel funding by this route and can only get reimbursement for travel expenses via the route described in Section B.
5. We will only reimburse claims which are either from the attendee's home institution (or place of residence, provided this is reasonably close to their home institution) **to** the meeting, or from the meeting **to** the home institution.

Section B – Alternative Route

1. Attendees who do not pursue the Preferred Route, must book their travel to the meeting themselves. We will then reimburse attendees via the user expense claim process.
2. Limits on the amount that will be reimbursed are set based on distance (home institution to meeting). These are laid out in Section C.
3. In all cases this is contingent on the attendee supplying proof of purchase.
4. If any attempt to defraud this system is detected, then attendees can expect sanctions to apply. We will apply the sanctions system which is described in the *Code of Conduct*.

Section C – Reimbursement Limits

The following limits have been set :

To / From :

1. Oxford : £30
2. London : £100
3. York : £200
4. Plymouth : £200
5. Strathclyde : £300
6. QUB : £300
7. European Institutions : £500

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