

LASA SECTION CONVENORS' BURSARY SCHEME

Introduction

LASA Section Convenors play a critical role in enabling the organisation to deliver its charitable aims and objectives. Sections often host sessions or workshops at the LASA Annual Conference, and therefore some Section Convenors need to attend the Conference. In most cases, it is expected that the Convenors' employers will provide financial support to enable their employees to attend the Conference and fulfil their duties as a Convenor. However, there may be some Convenors who would have to self-finance attendance at the Conference. This scheme is for those individuals.

Funds available

Section Convenors' Bursaries will only be granted when LASA's finances permit. Preference may be given to first-time applicants and/ or those who have not been in receipt of a recent Section Convenors' Bursary.

Size of bursary

The bursary will cover conference registration (as a day delegate, for the day on which the applicants' session is being held; in exceptional circumstances when an applicant's convenor responsibilities fall on two days, additional registration costs may be covered) and travel (in 'standard' class, and via the cheapest practicable form of transport) only. There may be cases where overnight accommodation might be necessary for the Convenor to fulfil their duty, and therefore those expenses will also be considered by LASA.

Rules

Applicants must use the attached pro-forma, which must be received by info@lasa.co.uk no later than three months before the start of the Conference. This is to enable review of the bursary to be completed in time for the applicant to register under the 'early-bird' registration scheme; the applicant must avail themselves of the lower-price registration.

Applications will be reviewed by the President, Hon Secretary General, Hon Treasurer and Hon Scientific Meetings Secretary.

Awards will be made on the recommendation of the review panel. The considerations taken into account and the means by which a decision is arrived at will be solely at the discretion of these officers. Their decision will be final, and no correspondence will be entered into.

Applicants will be informed as soon as practicable once the decision has been made.

Applicants should base their estimate of travel expenses on standard / economy class rail fare and economy air fare. Whenever possible, advantage should be taken of lower cost fares e.g., budget airlines.

Payment will be made on application to the LASA Secretariat after the meeting for which the bursary is given. Receipts/ invoices must be provided at that time.



LASA SECTION CONVENORS' BURSARY APPLICATION FORM

Name of applicant:

Position:

Department:

Institution:

Address:
.....
.....

Section of which you are a
Convenor:

Activities to be undertaken
at Conference:

Expenses (estimate):

Cost of Travel:

Registration fee (if applicable):

Accommodation (if needed):

TOTAL

Amount requested by applicant:

Signature: **Date:**

LASA SECTION CONVENORS' BURSARY APPLICATION FORM

LASA SECTION CONVENORS CLAIM FORM

Date of expenditure	
Reason for incurring expense	
Travel from/to/from	
Air (Apex or similar)	£
Rail (standard class)	
Road miles @ 42p per mile
Accommodation	
Subsistence	
Miscellaneous <i>Please give details</i>	
	TOTAL

Name of Claimant (*block capitals please*)

Signature

Address for payment

Please note bursaries paid to overseas applicants will be made by bank transfer only, the following information MUST be supplied:

Name of account to be credited

IBAN Number

Swift Code

Postal address of bank

Notes:

1. VAT receipts are required for all expenses claimed
2. Unless agreed in advance, travel costs may only be claimed at the lowest obtainable public transport rate
3. When company cars are used, only petrol costs may be claimed (currently 20p per mile)
4. Submit completed form and copies of receipts to info@lasa.co.uk

Office use only:

Paid On: By (method):