

Inspiring Hospitality Careers Travel Bursary

If you are careers advisor or a hospitality, events, catering or tourism teacher and attend our Inspiring Hospitality Careers event on Wednesday 23 October 2024, you may be eligible for our IHC Travel Bursary to provide a helping hand with your travel costs.

Terms and conditions

The terms and conditions of the IHC Travel Bursary are as follows:

1. Eligibility

The bursary will contribute to the cost of travel for you up to the value of £100 GBP, to attend the Inspiring Hospitality Careers event on Wednesday 23 October 2024, if you use the following transport methods:

- Car (milage only)*
- Taxi**
- Train
- Bus
- Flights (domestic and international)

*Mileage will be calculated from your home address. If you are not traveling from your home address, this will be considered on a case-by-case basis. Please contact the Farirai Manangazira before you travel in this instance: fmanan@essex.ac.uk

*We will use [Free Map Tools](#) to measure the number of miles (as the crow flies) between your home address and the University campus.

** Taxi fare can be claimed for travel from and to Colchester North station to University of Essex main entrance (Valley Car Park)

To receive our IHC Travel Bursary, you'll need to meet all of the following criteria:

- A careers adviser or hospitality, events, catering or tourism teacher
- Attend the Inspiring Hospitality Careers event on 23 October 2024
- Submit the bursary application and applicable receipts within 30 days of the Inspiring Hospitality Careers event

2. What method of travel is not accepted?

The Travel Bursary will only cover the modes of transport listed above. If you are not considered eligible for the bursary, or we require additional information, you will be contacted via email.

Please note, the following are not considered eligible for reimbursement:

- Oyster top-up
- Petrol
- Train fine
- First class coach/train fares
- Car hire and petrol

If you are unsure if you are eligible for the Travel Bursary, please contact fmanan@essex.ac.uk before buying your tickets.

3. How to apply?

What you need to do next



Applying for the award is simple, you will need to complete our reimbursement form, along with any **applicable transport receipts** and hand it to a member of staff on the day of Inspiring Hospitality Careers 2024. Alternatively, you can scan your forms and travel receipts and email them to us at fmanan@essex.ac.uk

You can also send your completed form and receipts to:

Farirai Manangazira
5S.7.11
Marketing and Student Recruitment
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ

We cannot reimburse any claims that are made after 30 days from the date of your visit.

4. How much could I get?

The maximum award you can claim is £100 for one attendee.

- Travelling by car - if you drive to IHC, we will reimburse your total mileage from your home postcode to the campus and back (as the crow flies), at the rate of 20p per mile (up to £50).
- Travelling by train or bus - we can reimburse standard class rail and bus travel for you. Remember to include your train or bus tickets and any receipts when you submit your reimbursement form.
- Travelling by Taxi – we will reimburse the taxi journey from Colchester North Station to the University of Essex main entrance (Valley Car Park) and back to the station after the event (up to £40)

5. How and when will I be paid?

Once your reimbursement form has been processed, we'll process a bank transfer payment for the total amount of your claim. This process can take up to 30 days*. If you have not received your payment within 30 days, please get in touch with us.

**Please note, reimbursements may take longer than 30 days during University closures including public holidays.*

Contact us

If you have any questions about the IHC Travel Bursary, please get in touch.

E fmanan@essex.ac.uk

W <https://www.essex.ac.uk/events/2023/10/18/inspiring-hospitality-careers-2024>