

DAMTP Departmental Seminars

Financial guidance for organisers and those hosting Seminar Speakers

The DAMTP Department Seminar Budget will fund up to £400 for travel and accommodation – claims in excess of this will need to be approved in advance or will be queried:

Accommodation for speakers

- 2 nights B&B for speakers who have to travel more than 2 hours to/from Cambridge
- Preferably in College accommodation
- Does not usually cover speaker's partners or family

Travel for Speakers

- Economy class train tickets
- Economy class flights – from Europe (not long haul)
- Mileage @ 45ppm

Meals for Speakers

- Organisers of the Seminar may host the speaker for a lunch **or** dinner
- The DAMTP Seminar budget will cover the cost of **the host (or hosts – maximum 2) and the speaker only**. 'Hosts' can include PhD students or postdocs. Organisers can decide whether one or both of the hosts are students or postdocs.
- Other attendees can be funded from PI's start-up research funds, or from group funding, where available. It is unlikely that grants will be able to fund this kind of activity, and some funders will not pay for alcoholic drinks. Otherwise, attendees must pay for their own meals.
- For claims made through Concur, all attendees and their status (employee/business guest/student) must be listed on the claim.
- Allowance per person is up to £50 per head (including alcohol)
- Alcohol accompanying meals should be a modest amount (1 large glass) and not excessive in price

Visitor Expense Claims

To be reimbursed please ask your visitor to complete an FD1A expense form and send it to us with the **original receipts** and a **redacted bank statement**.

These can be found on the DAMTP webpage - <http://www.damtp.cam.ac.uk/internal/admin>