THE GEOFFREY PHILLIPS ANALYTICAL SCIENCE AWARD

Administrative guidance on the operation of the Award

1. Scope
1.1 - The purpose of the Award is to provide a bursary to enable the recipient to attend a relevant analytical major scientific conference in the twelve months following the presentation of the Award.
1.2 - The total of all expenditure agreed within these guidelines will not exceed £1000.
1.3 - The bursary is intended to cover the appropriate expenses of the Awardee in attending this relevant conference (registration fee, travel expenses, accommodation and meals) but does not cover any accompanying persons.
1.4 - Prior to registering for the conference the Awardee must submit an estimate of the expected costs of attendance to JPAG Honorary Finance Officer who will authorise the use of the Award. Sufficient time before the conference is to be held should be allowed for any clarification of the submission and for JPAG to make a final decision on the precise amount of the bursary that JPAG will ultimately provide.
1.5 - JPAG reimbursement is limited to net expenditure by the Awardee, who should declare any reimbursement or reduction of registration, travel or accommodation costs, or any fee or reward for presentation of a paper (oral or poster) or performing any other functions, or any other sponsorship. JPAG will take account of any such factors and will only pay for expenses not so covered.
1.6 - As soon as possible after attendance at the conference the Awardee will supply the Honorary Treasurer with appropriate receipts and JPAG will reimburse the Awardee with the actual incurred expenses within the previously agreed estimate, subject to any deductions provided for under item 1.5
1.7 - Any unpredictable, unavoidable additional expenses incurred by the Awardee may be notified, with supporting receipts, to JPAG who will consider reimbursement, but the total of the whole award will not exceed the limit of £1000.

2. Conference
2.1 - “Relevant” means a research-based pharmaceutical analytical science conference organised by a professional society, or similar body, but excludes conferences organised by a commercial organisation.
2.2 - The conference must commence not later than 12 months following the month of the Award [e.g. before October 2018 for an Award made in September 2017]. In exceptional circumstances this deadline may be negotiable.

3. Accommodation
3.1 - Accommodation arranged for the conference should be used where available [e.g. a university Hall of Residence or a discounted booking at an hotel not exceeding 3-star standard.
3.2 - Accommodation charges may be reimbursed for the period of the conference plus, for long journeys not more than two additional night’s allowance for travelling and acclimatisation.

4. Travel
4.1 - Travel to the conference should be by the shortest practicable route, using air flight ‘economy’ class or equivalent, or by rail or ferry equivalent to UK standard class.
4.2 - Any private arrangements for travel or accommodation immediately before/after the Conference are not covered by the bursary.
4.3 - Appropriate local travel at the conference venue (e.g. between accommodation and conference site) is reimbursable within the bursary.
4.4 - Travel insurance is not reimbursable.

Dr Frank Haines-Nutt   Hon. Secretary, JPAG