

1. *What is the list for?*

This list is ONLY for the SCAR Travel Grants. It does not include the Argentinean or the US Grants.

2. *My name is not in the travel grants – what does that mean?*

You were not selected for the SCAR Travel Grants. The competition was really tough for these, so please do not feel disheartened.

3. *What can I claim for?*

For most of you, the grants should cover (partially or completely) your travel to Buenos Aires. If you are going to use your flights to claim for your grant – please make sure you retain your boarding pass and submit this along with your flight ticket receipts.

There will be no per-diem (standard daily) allowance. ONLY those expenses which have receipts will be refunded. ONLY original receipts will be accepted. So, make sure you retain all your receipts from hotels/hostels, etc.

4. *The amount I need to claim is above what SCAR has given me as a travel grant (eg I have paid 1000 USD for my tickets, and I have only got 500 USD as a grant). What should I do?*

The grant amount that you have received is the maximum you will be given on the production of receipts to that amount. You can submit receipts for amounts larger than your grant amount, however you will only be reimbursed your grant amount. If you submit receipts lesser than your grant amount, you will only be reimbursed the lesser amount for which you have receipts.

(EG: Your grant amount = 500 USD.

- a. You have receipts for 1000 USD, you will be reimbursed 500 USD
- b. You have receipts for 200 USD, you will be reimbursed 200USD)

5. *How do I fill out the SCAR Travel claim form? It looks very complicated!*

OK. You need to fill out the following sections only:

- a. Your name and contact details, including email, phone and fax.
- b. Purpose of travel: SCAR Open Science Conference
- c. Claim authorised by: OSC Travel Grant.

These need to be filled out depending on which expenses you are claiming for. For eg, if your flights cost more than your grant amount, fill in ONLY your flight details, and nothing else.

- d. Transport: Fill in your flight details (ONLY if you are claiming your flights)
- e. Hotel: Fill in your hotel details here.
- f. Please read the “certify” bit, and sign below.
- g. Please fill in the Method of payment and the Bank details., if you wish to get the grant by a bank transfer. THIS IS VERY IMPORTANT – PLEASE GET ALL THE DETAILS RIGHT, OTHERWISE THERE WILL BE DELAYS IN GETTING YOUR PAYMENT TO YOU VIA BANK TRANSFER.

- h. Account name means the name that account is in: EG even though my name is Renuka Badhe, my account name is R Badhe. Check what it says on your debit card or online, if you are unaware of this.
- i. In the claim form:
- DO NOT Fill in Journey times
  - DO NOT Fill in the grey column which says “For SCAR use only (in US\$ or UK£)”
  - DO NOT Convert all expenses to USD
6. *My expenses are in lots of different currencies – should I convert them all to USD?*  
No. Please fill out all the expenses in the currency you made them in. DO NOT convert to USD. In the comments section, make sure you include the totals all the different currencies, so, totals of all USD, totals of all GBPs, totals of all EUR, and so on for however many currencies you have used.
7. *Can I use someone else’s bank account to receive the grant?*  
Yes. BUT, please make sure ALL the details you give are correct. Once the transfer is done, it is not possible for us to get the money back.
8. *Can I get my grant as a cheque?*  
Yes. I will have a USD, GBP and a EUR chequebook with me, so if you require cheques, you can get them from me at the Conference itself! Remember to print out your claim form and fill it completely. Have the completely filled and signed form and receipts ready to give to me at the conference.