



ELRIG

Who Can Claim Expenses

- Speakers invited by ELRIG to present at an ELRIG Conference or Forum
- Track Chairs invited to chair a track at an ELRIG Conference or Forum
- Conference & Forum Directors
- Red Shirt & Academic Volunteers

What Expenses Can Be Claimed

ELRIG will reimburse reasonable travel expenses and provide accommodation for individuals from academic or non-commercial institutions who cannot reasonably expect their employer to pay for them. The accommodation is limited to 1 night's accommodation for forums and up to 2 nights' accommodation for conferences unless agreed otherwise.

Accommodation will be booked and pay for directly by ELRIG or our partner accommodation team, [MICE Concierge](#)

ELRIG is a not-for-profit organization running free-to-attend events. We therefore need to run our events on a tight budget. If your attendance at the event is likely to mean a substantial expense claim, please discuss it with us beforehand, so we can plan and budget for it.

- **Travel: Air**
ELRIG will pay for an economy ticket where this has been agreed by the ELRIG Board, Event Director or Track Chair or the ELRIG CEO. As a "not for profit" organisation, we are not in a financial position to support business or first-class fares.
- **Travel: Rail or other Public Transport**
ELRIG will pay for a Second Class or Economy ticket. If you book well in advance and can secure a good price for first-class travel, we will accept this.
- **Travel by Personal car.**
Mileage and parking can be reclaimed. Mileage will be reimbursed at 0.45p/mile
- **Travel - Taxis**
Please get a receipt for your journey.
- **Hotels: extras**
Any hotel extras are your own responsibility. This includes but is not limited to bar bills, telephone calls etc. You should settle these directly with the hotel.
- **Any additional out-of-pocket expenses**
Any other expenses directly related to attending the event and relevant to fulfilling your role as a speaker will be reimbursed against a valid receipt.



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How To Submit Your Expenses Claim

We use Dext For Business for our expenses. Please follow the instructions below to submit your expenses.

1. Please email the digital copy, scanned copy or images of your receipts to elrig.speaker@dext.cc and copy in accounts@elrig.org

Dext accepts receipts in the following file formats: JPG, PNG, GIF, BMP, TIFF, HTML, PDF, DOC, DOCX, ODT, RTF. These must all be 6MB for images; 100MB for ZIP archives. It does NOT accept excel spreadsheets.
2. The Subject of the email must be **"Speaker Expenses - The Event Name - The Speaker's Full Name"**
3. Include a list of each expense and the amounts being claimed along with a total for the claim.
4. Where mileage is being claimed, please add the number of miles and the total being claimed. Mileage will be reimbursed at 0.45p/mile
5. Reimbursement of your claim will be made by Bank transfer. Add the following details to your email.
 - Bank Name
 - Account Name
 - &
 - For UK payments Sort code and account number
 - For US payments Account Number and ABA/ACH routing code
 - For others IBAN & Swift for Non-UK or

If you require any further information, please do not hesitate to contact me.

Kind regards

Tara Shanks
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