

REGIONAL STUDIES ASSOCIATION

Travel Award



I. GUIDELINES

- Only one award at a time of a maximum of £200 will be provided per individual;
- The Association's Chief Executive and one Trustee will take delegated decisions on the Travel Award;
- There is an annual budget from which awards will be made (£3000 for 15 awards);
- The award is for the reimbursement of travel costs only, cannot be used in conjunction with any other Regional Studies Association conference bursary and is only valid for non RSA events within the field of regional studies;
- The recipient of the award must be a member of the Association at the time of the application and at the time of travel;
- The person receiving the award will have the role of promoting the Association and its membership and must agree to take membership material to the meeting and will need to contact the office at least 3 weeks prior to the event to request marketing material. The office will then be able to deliver those to a postal address that will need to be provided. **Please note:** Permission to distribute marketing material from the Association must be confirmed by the organisers of the event for which the Travel Award sum will be used for **prior** to the money being awarded by the Association.
- The person receiving the award will be expected to mention the Association and the Travel Award in the delivery of the presentation (if one is to be made);
- A 300 word report on how the money was used will have to be provided, **prior** to the repayment (the Association reserves the right to publish this report in its quarterly magazine *Regions*). This report will refer to the type of activity undertaken as a result of the award;
- Awards will be considered on receipt of the fully completed application form (II);
- The Association will only refund claims that are backed up with receipts attached to the Travel Award Claim and Report Form (III);
- Claims are to be paid directly onto credit/debit cards so please provide credit/debit card number etc on the claim and report form below (III); If it's not possible to pay directly on a credit card, fees for making a bank transfer will be taken directly out of the award given (and can be high depending upon currency and bank to bank arrangements – you are therefore strongly advised to arrange payment by credit/debit card).

In offering these awards, the Regional Studies Association in seeking to promote and encourage research and dissemination activities, both within and across trans-national borders and to further the overall aims and objectives of the Association.

Once you have completed each form (II and III), please mail them back to:

Auréliane Beauclair
RSA Development Manager
25 Clinton Place, Seaford, East Sussex, BN 25 1NP England.

Or fax it to: 0044 (0) 1323 899 798

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II. TRAVEL AWARD APPLICATION FORM

Full name and title	
Address and postcode	
Home phone no	
Mobile phone no	
Email address	
RSA Membership	Individual <input type="checkbox"/> Corporate <input type="checkbox"/> Student <input type="checkbox"/> Associate <input type="checkbox"/> EC <input type="checkbox"/>
Purpose of the travel undertaken and detailed itinerary (Approximately 250 words)	
Please provide details of budgeted costs	
Please add any website addresses or other supplementary details to support your application	
Contribution the grant makes to the total cost of the trip (please write up to 100 word paragraph)	
Names and sums given from matched funders (if any)	
Please tell us how you plan to promote the RSA and its membership (Approximately 250 words)	
Commitment to produce the 300 word report	YES <input type="checkbox"/> NO <input type="checkbox"/> (if no, please shortly explain why below)
Expected date of submission of report	/ /

Signature *(please type your name if you are completing this form electronically)*

Date / /

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III. TRAVEL AWARD CLAIM AND REPORT FORM



This is to be completed once the event has taken place and sent with your original receipts for your claim

List Car rate 40p/mile Train, bus, coach, plane etc: lowest transport class/fare available Taxi: Essential uses of this mode of transport must be explained – taxi fares are not routinely reimbursed.	
Details of total travel cost(s) (£200 maximum will be reimbursed)	
Account number/credit card number for repayment	
Type of card (Visa, MasterCard etc...)	
Exact name on the card	
Start date of the card	
Expiry date of the card	
3 digit security code (last 3 digits on the back of the card)	
<i>Please note: If you wish to send the above payment details separately, please either email them to aureliane.beauclair@rsa-ls.ac.uk or please call the office on 0044 (0)1323 899 798. Thank you.</i>	
Have you attached copies of all your travel receipts?	YES <input type="checkbox"/> NO <input type="checkbox"/> (if no, please shortly explain why below)
Date of submission of report	/ /
Please either attach your 300 word report to this form or use the space provided below to write your full report.	