

# Leaders Like Us Travel Bursary Application Form

**Applicable to: Leaders Like Us Launch, National Conference, all face-to-face events and travel to Host Schools for Shadowing.**

The Leaders Like Us Travel Bursary is available to successful applicants who will be attending the launch event on 26th January at 5-9 pm at the Ohana Floor of Salesforce Towers.

To apply for this bursary, please purchase your ticket at your earliest convenience, scan and send the receipt of purchase/cost via the form below. This bursary will cover your mileage or public transport costs after the first £10. If you decide to drive, you will be reimbursed 25p/mile up to a maximum of £100.

This is a scaled bursary. The amount you will receive depends on your location to travel to the venue. This should correspond to the location on your form when you applied for the Leaders Like Us programme.

The National Conference bursary is available to successful participants on the Leaders Like Us programme who will also attend the National Conference on the 27<sup>th</sup> of January, Union Chapel and St. Mary Magdalene Academy, Islington N7 8PG (nearest tube - Highbury & Islington).

The Shadowing Bursary is available to participants to cover shadowing travel costs to your host schools (up to a maximum of £200 per claim).

The travel bursary can also be accessed to support you in attending all face-to-face Leaders Like Us network sessions as stated in the network session documents.

To receive the bursary for either the Leader Like Us launch and National Conference or to cover the shadowing travel costs, please complete the form below after reading the Terms and Conditions:

1. The travel bursary application form must be filled out and submitted, and all sections must be completed in full for your application to be considered.
2. You can only claim for standard class travel (for train tickets) and the cheapest route available.
3. The LLU bursary will be applicable for all claims above £10 or 10 miles. For example, if your transportation costs you £34, you will be reimbursed £24. If you travel 100 miles, you will be reimbursed for 90 miles.
4. Please input the total amount of your claim. The finance department will reimburse you £10 less of the total amount of your claim.
5. You must provide scanned or original receipts of travel.
6. The travel bursary can only be used to cover the cost of travel to and from the Launch event (and the National Conference if applicable) or school shadowing.
7. The travel bursary cannot be used or claimed for in any other way, e.g. travel for the National Conference will not be paid apart from attendance at the Leaders Like Us Launch.
8. Non-Non-mileage claims will not be processed if unable to provide supporting documentary evidence of your spending, which shows the item detail, date and amount.
9. Please note that CEFEL will only honour expense claims within 1 month of the date of the claim. In other words, the cut-off date for claiming expenses is a month from the travel date. E.g. the cutoff date of claiming your expense to the LLU launch by the 28<sup>th</sup> of February, 23.

Once you have submitted the form below, we will be back in touch with you as soon as possible.

<https://churchofengland.tfaforms.net/4903681>

