

## CSC Travel Policy – June 2023

- All air fares must be booked through the CSC's nominated travel provider.
- The CSC cannot reimburse tickets booked through other routes unless there are exceptional circumstances for which permission has been obtained in advance from your Programme Officer.
- All Scholars are entitled to a one-way (single) economy airfare for travel to the UK and travel home on the most economical route available. The only exceptions are for:
  - Split-site Scholars on award in the UK for two periods of 6 months – a return airfare must be booked for each period.
  - Commonwealth Professional Fellows a return airfare must be booked.
- In the following cases a return airfare must be booked on the most economical route available (a one-way airfare is not permitted):
  - PhD Scholars going on Fieldwork
  - PhD Scholars going on Mid-Term visit
- All travel requests must be submitted at least 4 weeks before the intended date of travel, except in the case of Compassionate airfares.
- Scholars must submit their request to the CSC who will then provide the link for the travel provider's booking portal. Follow the [instructions on how to book a flight](#) with the CSC's travel provider.
- It is the Scholar/Fellow's responsibility to ensure all details on the Traveller form are correct before submitting, failure to do so will delay processing the travel request.
- Preferred travel dates submitted on the Traveller form must take into consideration the scholarship/fellowship award dates and accommodation dates. Allowances are paid for the period of the award only (as per the final award letter) and any additional time spent in the UK will be at the Scholar/Fellow's own costs.
- It is the Scholar/Fellow's responsibility to check that all of the details on the flight ticket are correct.
- All flights are booked on the most economical route – which is a reasonable route with stop overs (if required) that do not usually have a transit time of 5 hours or more at any one stop over.
- Direct and indirect flights will be considered when finding an appropriate economical route, and this will depend on date, location and route.
- All flights are booked with a reputable airline – our nominated travel provider will not give preference to preferred airlines.
- Flights must be booked from the nearest major airport to the university/host organisation in the UK to the nearest major airport to home address in home country or fieldwork location and vice versa for arrival to the UK, as approved by your Programme Officer.
- Overnight stop overs or deviations from the approved route are not permitted.
- Our nominated travel provider will find the best fare available based on requirements and the CSC Travel Policy. If they are unable to find a suitable flight on the specified date, our nominated travel provider may suggest another date within CSC's Travel Policy.

- If required, our nominated travel provider will book an economy train or coach ticket from the nearest major UK airport to the town/city where the University/host organisation is located.
- The airfare, coach and train (if required) will be chosen and booked through our nominated travel agent, in line with the CSC travel policy.
- Flights and rail/coach bookings will not be reimbursed if not booked via our nominated travel provider.
- Taxi costs to any route will not be reimbursed unless there are exceptional circumstances for which permission has been obtained in advance from the CSC.
- Travel from London airports to/from locations in London will be not booked or reimbursed.
- Flexible/changeable and open return tickets are not permitted.
- Any amendments or cancellations made to a flight after travel has been confirmed and booked will need to be approved by your Programme Officer. Do note, Scholars/Fellows may need to pay for the costs associated with the change.
- If a Scholar/Fellow does not take the booked flight and the CSC is not informed in good time ahead of the flight, the Scholar/Fellow will be liable for covering the cost of a new flight booking.

All travel must be booked in line with CSC's Travel Policy unless approved by your Programme Officer.