SABCS Conference – Application for Funds

**Individual Seeking Support:**

|  |
| --- |
|  |

**Please provide details of your current position within the Edinburgh Breast Unit**

|  |
| --- |
|  |

**Please explain what you hope to gain by attending the SABCS**

|  |
| --- |
|  |

**Contact Details**

|  |  |
| --- | --- |
| Name of applicant |  |
| Address of applicant |  |
| Telephone number of applicant |  |
| Email of applicant |  |

**Please be aware that the successful applicant will be expected to present a SABCS update lecture at a time to be agreed for the benefit of the EBU staff and associates.**

**What We Support**

We will support travel, accommodation, conference fees and sustenance costs. You can choose to book travel/accommodation and pay for the conference fees yourself and claim the costs back or you can ask the NHS Lothian Charity travel team to book on your behalf. If your application is successful, you will be asked which option you prefer and will be send the appropriate booking request or claim form. If you are a member of the University of Edinburgh, we recommend quotes/booking through Diversity Travel.

If you wish to book yourself and claim the costs back, please note that we only support economy travel. Please also note that you must submit 3 quotes for travel and accommodation at the time you submit this form.

Sustenance can be claimed upon submission of receipts on return from your trip. Please note that we do not support the purchase of alcohol and there is a maximum daily claim amount which must be confirmed with us prior to your trip.

|  |  |
| --- | --- |
| **Travel Preferences** | **Tick** |
| Book my own travel and conference fees (please submit quotes) |  |
| Have travel/accommodation/conference booked by NHS Lothian Charity travel team |  |

**Financial Information**

|  |  |
| --- | --- |
| Total funds required for application | £ |
| Total funds requested from BCI | £ |
| Source of funds for the remainder |  |

Please submit this form at [www.bci-edinburgh.org](http://www.bci-edinburgh.org)

**Official BCI Use ONLY**

|  |  |
| --- | --- |
| Outcome of application |  |
| Stewards signature |  |