

CSC Travel Policy

- All Scholars and Rutherford Fellows are entitled to a one way (single) economy airfare for your travel to the UK and travel home after your award on the most economical route available, exceptions for:
 - PhD scholars going on fieldwork- You must book a return airfare
 - PhD scholars on a Mid Term visit- You must book a return airfare
 - Those who are on a Split Site Scholarship for two periods of 6 months- You must book a return airfare
 - Commonwealth Professional Fellows – You must book a return airfare
 - Commonwealth Medical Fellows – You must book a return airfare
- All flights are booked on the most economical route – which is a reasonable route with stop overs (if required) that does 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 your preferred airlines.
- Your airfare must be booked from the nearest major airport to your university/host organisation in the UK to the nearest major airport to your address in your home country or fieldwork location and vice versa for arrival to the UK, as approved by your Programme Officer.
- If required, our nominated travel provider will book a train or coach from your nearest major UK airport to your University/host organisation.
- 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.
- Overnight stop overs or deviations from the approved route are not permitted
- Flexible/changeable and open return tickets are not permitted
- Our nominated travel provider will find the best fare available based on your requirements and the CSC travel policy, please be flexible. If they are unable to find a suitable flight on your specified date, our nominated travel agent may suggest another date within CSC's travel policy.
- Any amendments or cancellations you make to your flight after they have been confirmed and booked will need to be approved by your Programme Officer. Do note, you may need to pay for the costs associated with the change.
- Once you receive the quote from our nominated travel provider, you are expected to respond to the quote within 24 hours. If the price of the ticket increases due to a slow response from you, you may be required to pay the difference of the flight cost.

All flight must be booked in line with CSC Travel policy unless approved by Programme Officer.