



The Daphne Jackson Trust

EXTRAORDINARY EXPENSES

The 'Guidelines for the Host Organisation' state that the Fellow will have access to an Extraordinary Expenses allowance, which will be provided and administered by the Trust.

Bench Fees are payable by the Host Organisation. The Supervisor must ensure that space, equipment and all facilities necessary for the Fellow to carry out the research are available.

The Extraordinary Expenses allowance of £1,000 per annum may be used for unusual laboratory requirements, which the Host Organisation would not normally have available, and for items which are solely for personal use and peculiar to the project, and for travel to conferences.

The Host Organisation will provide such things as stationery, photocopying, telephone and fax facilities, office space and computer maintenance. It will also provide the cost of day-to-day laboratory disposable items.

Claims for this allowance may be made by the Fellow directly to the Trust. Alternatively, Fellows together with their Supervisors may apply for the allowance to be paid into a local account and drawn on as needed. In this case the Trust would require a schedule at the end of each year as to its use.

Both the Supervisor and Fellow must agree the use of the allowance and the Trust will adjudicate if necessary.

Please refer any queries to: The Daphne Jackson Trust
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