

EAGxIndia Travel Support Policy

1. Purpose

The purpose of this policy is to outline the financial support available for attendees traveling to EAGxIndia. We aim to assist those who cannot attend the conference without financial help, prioritizing these cases due to limited funds. We encourage attendees to find out if they may be eligible for travel help from their employer or university.

Please note that **travel support funds are extremely limited** and we can only accommodate some requests. If you do not end up receiving travel support, this is likely the result of limited funds rather than an evaluation of your potential for impact. **When planning around an event, please act under the assumption that we will *not* be able to grant your travel funding request** (unless it has already been approved).

2. Eligibility for Travel Support

We encourage attendees to first explore funding options through their employer, university, or other sources. If these are not available, they can apply for EAGxIndia travel support.

- **Priority:** Travel support will be prioritized for participants who demonstrate a genuine need and would not be able to attend without this support.
- **Limited Funds:** As our funds are limited, not all requests can be accommodated. The decision not to provide support is based on budget constraints and not an assessment of the attendee's potential impact.

3. Application Process

Participants can request travel support through the event's application or registration form. This request will not affect their acceptance into the conference.

Steps to Apply:

1. Submit the travel support request as part of your application or registration.
2. If the application has been submitted, update the request through the "My Event Registrations" section and select "Review/Manage" next to the relevant event.
3. Complete the "Travel Support Request" form.

4. Scope of Travel Support

- **Travel Agent Assistance for Domestic Indian Travel:** Approved attendees traveling within India will be connected to a designated travel agent. The agent will help book travel and accommodation, ensuring efficient and budget-friendly arrangements. Travel agent support **may not cover all necessary costs** associated with travel.
- **Direct Reimbursement for International Travel:** Those traveling from outside India will be reimbursed directly and will be responsible for arranging their own transportation and accommodation. In most cases, international travel support will be capped at **£750**, and will often be offered at smaller amounts depending on individual circumstances. If you request the full £750 and receive a reduced amount, please determine if you will be able to independently secure sufficient funds to attend. If you cannot, **please cancel your ticket** so the amount of travel support allocated to you can be released to help other attendees.
- **Usage:** Travel support may be used for economy flights, trains, or buses directly related to attending the conference, as well as accommodation expenses.
- **Exclusions:** The support does not cover costs for non-conference activities, such as personal meetups or afterparties. Private transport (e.g., taxis, Ubers) will only be reimbursed if public transport is not feasible.
- **Additional Expenses:** In exceptional cases, additional conference-related expenses, such as visa fees, may be covered.

5. Insurance and Quarantine

- **Travel Insurance:** Attendees are encouraged to obtain travel insurance covering emergency medical care. EAGxIndia typically does not cover these insurance costs.
- **Quarantine:** In rare cases, quarantine expenses may be covered if required for entry into the event country or upon return. This should be discussed in advance with the organizing committee.

6. Reimbursement and Claims

Domestic attendees

The travel support for EAGxIndia will follow a different process compared to other EAGx and EAGs due to international payment regulations in India. Instead of making the bookings yourself and getting reimbursed, **the organizing team will arrange bookings on your behalf for the duration of the conference.**

International attendees

For countries which can directly receive international payments, we follow this [travel policy](#). If you are granted an upfront payment to cover your travel expenses, you will be required to return

any unspent funds. **Expense claims and upfront-payment evidence should be submitted within two weeks of the event date.**

- **Expense Documentation:** Attendees must submit receipts for reimbursement. If an upfront payment is provided, any unspent funds must be returned.
- **Submission Deadline:** All claims and supporting documents must be submitted within two weeks after the event.

For more information on claiming payments, please see [this FAQ](#).

7. Early arrivals / late departures

For any accommodation other than the days of the conference, you'll have to arrange on your own.

8. Change of plans / cancellations

In case of cancellations for genuine reasons, the cost will be borne by us. So, while it's possible, please only use this option if *absolutely necessary*.

9. Communications

By applying for travel support, attendees agree to receive email communications related to their request, including updates and post-event follow-ups.

10. Contact Information

For questions or concerns about travel support, contact the EAGxIndia organizing committee at india@eaglobalx.org.