

## Terms and Conditions for the LILAC Student Award

### Contribution to Journal of Information Literacy (JIL)

One of the successful applicants will be required to write a conference report for a future issue of JIL <https://ojs.lboro.ac.uk/JIL/article/view/CU-V12-I1-1> The other recipient will choose interview the conference's bursary winners for a JIL feature <https://ojs.lboro.ac.uk/JIL/article/view/CU-V12-I1-2>

### Accommodation

This award includes two nights' on-campus accommodation. Additional costs for other guests (e.g. partner) must be met by the award winner. Unless there are exceptional circumstances, this accommodation will not be claimable should the student reside within a 10 mile radius of the conference venue.

### Travel

Reimbursement costs for travel may be claimed by the award winner. The most cost effective means of travel should be used and this will normally be standard class public transport. The cost of first class travel will not be reimbursed unless it is the cheapest fare available. This should be reclaimed from the LILAC Committee using the appropriate form. The Committee aims to reimburse claimants within one week of the claim being submitted, although this is not guaranteed.

LILAC is the conference of CILIP's Information Literacy Group special interest group. This is a non-profit making entity; therefore, it would be appreciated if you would keep costs as low as possible. Please help us by:

- (i) planning travel well in advance and shopping around to ensure the best price
- (ii) avoiding the need for open tickets which are more expensive
- (iii) where possible taking advantage of discounts and/or group rates.

Private vehicles should only be used when it is the most cost and/or time effective mode of transport. The mileage rates for reimbursement for private vehicles are paid at 45p per mile (for under 10,000 miles only). If using your own vehicle you must hold a current driving licence and have the necessary insurance, including for business use where appropriate. When parking costs are an unavoidable part of travel, they may be reimbursed but you must ensure you use the lowest cost parking option. LILAC will not reimburse any fines for motoring or parking infringements.

Air travel should be avoided and only used when it is cost and time-effective. All air travel must be in economy class unless specifically authorised.

LILAC will not bear the cost of changed travel arrangements.