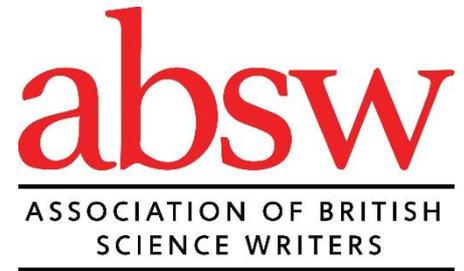


## Terms & Conditions - Media Fellowships



(a) All Media Fellows must provide the ABSW with a signed letter of support, on headed paper, from their employer/ supervisor/ line manager/head of department/funder or equivalent. The letter will confirm that their employer/funder is willing to release them on full pay for the duration of the Fellowship and for the associated training and follow up events.

(b) Depending on the location, Media Fellows may be asked to relocate for the duration of their placement. If necessary, the ABSW will reimburse any reasonable out-of-pocket accommodation and/or travel costs for the Media Fellow only - relocation of partners or other family members is not covered by this Fellowship. The Media Fellow will need to agree these expenses with the ABSW prior to confirming any relocation or significant travel expenses. (Please see Appendix 1: Guidance on expenses allowable and claim procedure)

NB: The ABSW will always work with the Media Fellow to try to find a placement that is most suitable to their location, commitments and needs.

(c) Media Fellows must participate in:

- Training Day – in person in London to prepare the Media Fellows for their placements
- Media placement – usually 2-6 weeks in the summer months (there may be options for working from home and/or for working part time, but it is expected that you will be on secondment from your academic work whilst on placement, participating fully in your placement rather than trying to combine it with academic commitments)
- Development Meeting (half day) – in person in London to report back on your experience. Media Fellows are required to write a short report about the Media Fellowship to be presented at the Development Meeting. The report should outline a set of objectives with their employer/funder for use of their newly gained skills and experience and how they intend to disseminate the knowledge gained during their placement. These objectives will be assessed by the ABSW after six months.

(d) Media Fellows are required to liaise with their employer/funders press office and public engagement team. Such as a few days in the press office or involvement in public engagement or media activities.

I have read, understand and agree to these terms & conditions.

Media Fellow's full name

Media Fellow's signature

## Terms & Conditions - Media Fellowships

### Appendix 1: Guidance on expenses allowable and claim procedure

Allowable expenses include:

Travel to and from the Media Fellowship training day and Media Fellowship development meeting (both are usually held in London). Overnight accommodation to attend either of these events if it is necessary (ie: day return travel is not possible or would be at unreasonable or unsafe hours). Accommodation costs must always be pre-agreed with the ABSW before booking and claiming.

Travel to and from your placement, be that daily, or at start and finish of your placement if you are relocating.

Allowable forms of transport: Standard class train/coach travel. Bus/tram/underground/overground. Car mileage at standard government rates/parking. Taxis are not reclaimable unless pre agreed and only if no other safe alternative is available.

Subsistence: If travel is undertaken outside of usual commuting hours, food consumed whilst travelling can be reclaimed. For example, needing to leave very early so breakfast on the train or at destination, meal eaten whilst travelling late into the evening as would be too late to eat when arriving home. Regular meals whilst on placement ie: lunch, is not an allowable expense. If in doubt, please check before assuming you can reclaim the expense.

Accommodation costs can be reclaimed if relocation is required for your placement (this is only for the media fellow – costs of family or partners relocating will not be allowable). However, the costs and form of accommodation should be discussed with the ABSW prior to booking.

Claiming Expenses:

Please submit an expenses claim form (supplied by the ABSW) along with receipts. The timings of your claims are entirely your decision – you can claim at the time of the expense or wait until you have all expenses to claim. If you have issues paying for travel or accommodation and then claiming back please discuss with the ABSW as these purchases (if necessary) can be made on your behalf direct by the ABSW.

Any questions or queries on allowable expenses please contact [sallie.robins@absw.org.uk](mailto:sallie.robins@absw.org.uk)