

Here is our step-by-step guide to arranging your Fellowship learning.

1. Return the Terms and Conditions and CRS forms.
2. For both online and travel learning, please make and confirm contacts in the destination countries & plan your itinerary. Feel free to contact Ellie Smith (ellie.smith@churchillfellowship.org) or Nikesh Patel (nikesh.patel@churchillfellowship.org) for help and advice. **If undertaking foreign travel, please also check both the Covid restrictions in your destination countries using [Travel Restrictions Map \(joinsherpa.com\)](https://www.joinsherpa.com) and the [FCDO](https://www.fcdof.gov.uk) website for up-to-date travel advice.**

3. Any queries regarding interpreters must be sent to Ellie Smith or Nikesh Patel for approval.

For interpreter approval please include a quote of the proposed costs and length of time required.

4. For online and travel phases, the itinerary should contain: the proposed dates of learning, the dates and time spent in each city, plus all of the confirmed and unconfirmed meetings. **Please note that there should be at least one confirmed meeting in each city for the itinerary to be approved for travel phases.**
5. Email completed itinerary to Ellie Smith for approval **at least two months before departure.**
6. **Once the itinerary has been approved**, Ellie Smith will notify you that you are now able to research, and price compare the most cost-effective travel routes. Our travel partner, Diversity Travel, offer a charity fare that is completely amendable and refundable. Useful websites for comparison include Skyscanner and Momondo, which both provide multi-city price comparison tools.

After comparing and contrasting you may book your flights. Please note that if you do choose to book with Diversity Travel that we will be invoiced on your behalf and make the payment for you.

You are also welcome to book your accommodation in advance or you may wish to wait for the grant to be released before you do this.

7. Forward the invoices to Ellie Smith for reimbursement. Please send these by email. For receipts that are not in pound sterling, please include a screenshot of your bank statement for that particular payment, so that we are able to reimburse you the correct amount.
8. The reimbursement payment will be made within five business days of receipt of invoices and the travel insurance will also be arranged at this time.

9. The final grant payment for your specific travel phase will be made six to eight weeks before departure. This includes both your living costs and your internal travel amount.

Travel tips

- While some organisations will now have the capacity to meet, others may still be overwhelmed. Planning and confirming your meetings in advance of travel will help to minimise the risk of an organisation being unable to meet.
- Please ensure that you research and abide by the laws and customs in the countries you are visiting, as they will differ from those in the UK. If mask wearing is the norm or the law in a particular country, please follow this.
- Please be respectful and considerate of others during your travels.
- Both our insurers and Diversity Travel, if booking through them, have 24/7 support should this be necessary. Additional information can be found in the Fellows Handbook.