

A Carers Guide for Institutions



- 1** Ensure institutional expense policy allows for the reimbursement of care-related costs including dependant and co-carer travel expenses.
- 2** Update and align institutional financial reimbursement policy with funder T&C's relating to care-giving costs.
- 3** Establish institutional policy and disseminate to line managers and expense approvers to avoid inconsistent implementation and support.
- 4** Provide flexible carers grants for all staff and students with minimal administrative burden to flexibly support ad-hoc care and do not mandate online attendance.
- 5** Consider the competing demands of meeting sustainability goals and the requirement to support carers (e.g. trains, flight times on weekends).
- 6** Decouple measures of research impact and esteem from travel opportunities with updated academic guidance.
- 7** Allow for family-friendly travel accommodation options including booking outside of approved institutional travel providers.
- 8** Provide a per-diem (a daily allowance) option for complex trips to reduce administrative burden on carers.
- 9** When hosting an event, ensure risk assessments and insurance policy align to allow access to those under the age of 18.