

Annual Network Event 2018



Information for Partners (v1)

PLEASE ENSURE THAT YOU HAVE THE LATEST VERSION OF THIS DOCUMENT PRIOR TO TRAVEL

○ **USEFUL CONTACTS**

- DARA UK contact: Patricia Grant (p.grant@leeds.ac.uk)
Please contact should you have any questions relating to:
 - Programme
 - Meeting Venue
 - Accommodation
 - Flights/Airport Transfers (UK & AVN Partners)
 - Travel & Subsistence Expenses (UK & AVN Partners)

- DARA SA/HarTRAO contact: Alet de Witt (alet@hartrao.ac.za)
Please contact should you have any questions relating to:
 - Travel & Subsistence Expenses (SA Partners)

○ **VENUE DETAILS**

- Accommodation at Cradle Moon
Address: Plot 59 Beyers Naude Drive, Muldersdrift, 1747, South Africa
Phone: +27 (011) 919 5000
Email: reservations@cradlemoon.co.za
Website: <https://www.cradlemoon.co.za/>

- Meeting Venue at Ekudeni
Address: Portion 3 of 525, JQ, Zwartkop, Muldersdrift, 1747, South Africa
Phone: +27 (011) 021 2186 | 082 449 3669
Email: info@ekudeni.co.za
Website: www.ekudeni.co.za/

○ **TRAVEL** (UK & AVN Partners)

- Airport Transfers in the home country
This expense can be claimed back from DARA - see 'Expenses'.

- Airport Transfer in South Africa
DARA will book your airport transfers in South Africa. The Project Manager, Patricia Grant, will email the AVN and UK Partners their confirmation.

On arrival	Johannesburg Airport - Cradle Moon
On departure	Cradle Moon - Johannesburg Airport

- Flights
DARA will book your return flights (home country to South Africa). The Project Manager, Patricia Grant, will email the AVN and UK Partners their confirmation.

○ **VISA**

- This expense can be claimed back from DARA - see 'Expenses'.

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○ TRAVEL INSURANCE

- It is the partner's responsibility to arrange their own travel insurance.
- This expense can be claimed back from DARA - see 'Expenses'.

○ ACCOMMODATION & MEALS

- Cradle Moon – accommodation
 - DARA will arrange accommodation, breakfast and evening meal – any additional charges must be covered by the individual.
 - DARA will cover the cost of one representative from each official partner, any additional representatives must be paid for by the partner.
 - On arrival you will need to show your ID/Passport document.
- Ekudeni – meeting venue

DARA will arrange refreshments and lunches – any additional costs must be covered by the individual.

○ EXPENSES

- AVN & UK Partners
 - Can claim back their expenses from DARA UK – contact Patricia Grant on arrival to the meeting.
 - Expense claims must adhere to the University of Leeds Travel and Subsistence Policy: https://www.leeds.ac.uk/finance/policies/expenses/travel/expense_rates.htm
- SA Partners
 - Claim back expenses from DARA SA - contact Alet de Witt at HartRAO.
 - Expense claims must adhere to HartRAO's Policy.

We look forward to welcoming you

Patricia Grant – DARA Project Manager