

# TRAVEL BOOKING INSTRUCTIONS FOR ELEVATE

SEPTEMBER 2025

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## Travel Booking Instructions for Elevate

This week, you will receive an invitation from **Melon Corporate Traveller** to join their platform. Please note the following important guidelines when booking your travel for Elevate:

### Booking rules

- You are responsible for booking your own travel. However, this will be fully covered by the Laidlaw Foundation, and no payments will be required for Scholars when booking travel.
- You may arrive before/after the event or from a different location than your Business School, provided your booking stays within your allocated budget.
- We cannot cover expensive travel from home countries. However, if your institution funds your travel, we can still expense up to the budgeted amount.
- **Any travel booked over budget will not be approved.** You will need to rebook within the budget.

### Booking process

- Use the **chat/help box** on the platform for questions — they respond immediately during working hours.
- For more complex issues, please contact **Hannah Watton** ([hannah.watton@laidlawfoundation.com](mailto:hannah.watton@laidlawfoundation.com)).
- Travel must be booked **weekdays between 9:00–17:30 BST**, as a Laidlaw staff member needs to approve your booking in real time. Submissions made outside these hours will expire.

### Deadline

- All travel must be booked by **Wednesday, 8th October, 17:00 BST**.
- Please book as soon as possible, as travel costs increase daily.

### Additional notes for specific schools

- **HEC Paris:** Please book the Eurostar rather than a flight for sustainability. (Eurostars can be found under the **'Flights'** section, not **'Train'**). You will need to book from Gare du Nord (XPG) to London St Pancras (QOS).
- **Oxford Saïd Business School:** You will need to book an **off-peak day pass** under the **'Trains'** section. Please book early to remain within budget.

### Travel Budget

Your travel will be booked and paid for directly through **Melon**, so you will not need to cover costs

upfront. Each university has a set budget for Scholar travel. Please ensure your booking stays within the amount allocated to your university:

- **HEC Paris:** up to £200
- **IE Business School:** up to £175
- **Oxford Saïd Business School:** up to £50
- **Trailblazers:** up to £150

If you have difficulty finding suitable travel within your budget, please contact [hannah.watton@laidlawfoundation.com](mailto:hannah.watton@laidlawfoundation.com) before booking so we can assist.