



## Travel policy

If you are taking part in any **unpaid** involvement activities with us then we will arrange for your expenses to be reimbursed. Expenses include any of the following:

- Mileage (currently paid at 34p per mile)
- Bus fares
- Parking
- Rail fares

All claims must be accompanied by a receipt except in the case of mileage. You will be required to complete a 'Travel and Expenses claim form' and you will need to include all receipts with the form.

Unfortunately we are not able to reimburse taxi fares except for special circumstances. If you require travel by taxi, please contact us to discuss reimbursement before your travel. If you require a taxi on more than one occasion you will need to contact us for **each** involvement activity so we can assess individual circumstances.

If it is necessary for an informal (unpaid) carer (such as a relative or friend) to accompany you during our teaching/training activities, please let us know in advance.

Please Note: It can sometimes take 4 to 6 weeks for the University to reimburse your expenses. If this will prevent you from becoming involved with teaching activities, please contact one of the team to discuss this further.



## Carer and/or childcare costs

If you are a carer then you may need to arrange someone to cover your caring duties whilst you attend our teaching/training sessions. We are therefore able to cover your carer and costs if agreed in advance.

We can cover childcare costs if agreed in advance.

You may also be asked to provide evidence of these costs when completing your expenses form.



## Travel & expenses forms

If you are claiming mileage, parking, and childcare or carer costs, you will be asked to complete a white travel & expenses form during the teaching or training session. It is essential that you bring with you your bank details and your national insurance number to each these sessions. We do not keep this information on file and we are unable to complete it on your behalf. Payments are processed according to our fixed University timetable and we will inform you of these dates at each teaching session. Please be aware that we are unable to make any exceptions to these dates.

We aim to make the process of reclaiming expenses as straight forward as possible but sometimes things do get complicated. If you have any questions about any part of the process, please contact one of the PCC team who will be more than happy to help clarify any of the details with you.