

## **Volunteer travel reimbursement policy**

EYPUK is very grateful to our volunteers for helping to make our events possible. With our events taking place all across the United Kingdom, we have a travel reimbursement policy in place for our EYPUK volunteers to help facilitate supporting our events.

If you have any further questions having read this, please don't hesitate to get in touch with our treasurer Katie at [katie.thacker@eybuk.co.uk](mailto:katie.thacker@eybuk.co.uk)

### **Who is eligible to apply?**

1. Travel Reimbursement is only available for EYPUK members attending EYPUK events in an official capacity.
2. The maximum reimbursement amount provided per event is the lower of £30 or the actual travel expenses incurred.
3. If you are claiming reimbursement for regional sessions, you may only apply for a maximum of £90 for one set of regionals (i.e. per calendar year).
  - a. I.e. travel reimbursements can be provided for up to 3 regionals per calendar year only'

### **The specifics**

1. It is expected that EYPUK volunteers will travel using public transportation. Reimbursement for private transportation (i.e. petrol costs or taxi ) will only be permissible in exceptional circumstances.
2. It is expected that you make reasonable efforts to use the cheapest method of transportation, even if this is more time-consuming. We advise you to look into the prices of bus, coach, and train at the minimum.
3. Travel should be booked as far in advance as possible, ideally as soon as attendance at the event is confirmed, and, apart from exceptional circumstances, at least four weeks prior to the event.
4. It is expected that transport is booked using student discounts, railcards, or coachcards where possible.
5. The use of taxi is only permissible in exceptional circumstances, such as if you are traveling between the hours of 23:00-05:00 and should be pre-approved.
6. For reimbursement for petrol costs, you must contact [katie.thacker@eybuk.co.uk](mailto:katie.thacker@eybuk.co.uk) \*prior\* to travel outlining the reasons for doing so. If reimbursement is granted, it will be at the cost of the journey, or at the rate 45p a mile to a maximum of £30, whichever is lower.
7. Travel during an event (for example, an organiser driving at nationals) will be reimbursed, at cost, in addition to the reimbursement for traveling to an event.
8. Reimbursement is not guaranteed, and EYPUK reserves the right to reject a request for reimbursement. If this is the case, an explanation will be given in our response to you. If necessary, there may be an opportunity for you to submit additional evidence.

### **Process of requesting reimbursement**

1. Please send an email to [expenses@eypuk.co.uk](mailto:expenses@eypuk.co.uk), and CC in [katie.thacker@eypuk.co.uk](mailto:katie.thacker@eypuk.co.uk) and [luke.moynan@eypuk.co.uk](mailto:luke.moynan@eypuk.co.uk) explaining what you are requesting reimbursement for, including appropriate evidence of your journey, and your bank account details.
2. Appropriate evidence means: a copy of your ticket and booking confirmation which includes: your name, ticket/booking reference, the travel company, the time and date of journey and booking.
3. If travel was booked within two weeks before the event, an explanation as to why should be included. Please note, if no valid explanation is given we reserve the right to withhold reimbursement.
4. Requests for reimbursement should be submitted within 30 days of the end of the event.