

SeNSS TRAVEL AND SUBSISTENCE RE-IMBURSEMENT CLAIMS: GUIDANCE FOR STUDENTS

Due to the current COVID-19 travel restrictions in place, please seek authorisation from SeNSS prior to purchasing any tickets for overseas travel.

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1. Context and framework

SeNSS is keen to ensure that you are able to access certain opportunities provided by the consortium. In order to enable you to take advantage of these opportunities, funding is available for travel and, where necessary, accommodation and/or subsistence costs, subject to the rules set out in this policy document. Please note that you may only claim reimbursement for costs incurred directly as a result of taking part in SeNSS activities, or activities undertaken as part of your studies.

This policy covers:

- 1) Travel to the SeNSS Induction event
- 2) Travel to the SeNSS Summer Conference;
- 3) Travel to Pathway and student-led training events;
- 4) Travel to Student Forum meetings for Student Forum members; and,
- 5) RTSG claims for travel, subsistence and accommodation.

In all cases, claims for travel and subsistence must be accompanied by tickets, receipts, or invoices. If these are not provided, SeNSS reserves the right to reject an application for reimbursement.

If, after reading this guidance, you are uncertain about the reimbursement terms for your specific journey, please contact your home institution's SeNSS Administrative Lead at least 72 hours before you begin your journey. In contentious or unclear cases, the SeNSS DTP Manager will be the final arbiter on a case-by-case basis.

1. Travel

Please note that you are expected to make use of public transport whenever possible, unless it would result in considerable inconvenience or additional expense. In cases in which it is not clear whether the anticipated travel costs are reimbursable, you must obtain authorisation from your home institution's Administrative Lead for these costs before travelling. If prior authorisation is not obtained in such cases, SeNSS reserves the right not to reimburse you for these expenses.

Traveling expenses will ordinarily be reimbursed as follows:

Rail fares	<p>SeNSS will normally only reimburse economy (standard) class tickets, which should be bought as far in advance as is reasonably possible. You must take the most direct route possible.</p> <p>Anybody eligible to do so should buy their tickets using a 16-25 railcard. You may claim back the cost of a three-year railcard, or up to three one-year railcards if a three-year railcard is not an option.</p>
Bus and tube fares	<p>SeNSS will reimburse these as incurred. You must take the most direct route possible.</p> <p>You are strongly encouraged to use an Oyster Card where possible, and must attach your journey summary to any reimbursement claims.</p>
Taxi fares and private transport	Please see the Private Vehicles guidance below.
Air fares	All air fares may only be reimbursed if prior approval has been obtained either from your home institution's SeNSS administrative lead or from the SeNSS office <u>before</u> the tickets have been purchased.

2. Use of private vehicles

Public transport should be used as a matter of course. However, journeys made in private vehicles are permitted where using public transport would demonstrably result in considerable inconvenience or is demonstrably more expensive.

For all journeys made in private vehicles, the total amount claimed must not exceed the cost of the equivalent rail fare or reimbursement cap from your institution. The reimbursement cap is set out in a table at the end of this document.

Use of a private vehicle, including car, motorcycle, or cycle, to travel for SeNSS events will be reimbursed at the mileage rates approved by [HM Revenue and Customs](#), subject to the following:

- Where suitable cheaper public transport is unavailable for the route, required time of arrival, or nature of the items being carried;
- The vehicle being in good working condition; and,
- The driver/rider being medically fit as described by the DVLA medical rules on driving (this includes eyesight tests and prescription glasses if necessary).

In addition to the above, the driver/rider must have:

- A valid MOT certificate, if required, and ensure that the vehicle is maintained and roadworthy;
- A valid driver's licence for the class of vehicle used; and,
- Valid motor vehicle insurance for the vehicle, specifically cover including commuting to a place of study.

An additional 5p per mile per passenger can be claimed for up to 3 passengers, providing that:

- The passenger(s) being claimed for also attended the SeNSS event in question;
- The full name(s) of the additional passenger(s) are provided on the travel reimbursement form; and,
- These named additional passenger(s) do not submit their own claims for reimbursement forms.

In order to calculate the mileage you wish to claim for, please enter the starting postcode and your destination postcode into [Google Maps](#). **The start and destination postcodes and the total mileage must be included on your reimbursement form.** Please note:

- You should take the shortest route provided as a matter of course (where this is not possible, a valid reason with accompanying proof will be required); and,
- Tolls may be claimed where required. **A receipt must be attached to your reimbursement claim form.**

Parking may only be claimed for the duration of the event. **A receipt must be attached to your reimbursement claim form.**

Taxis will only be reimbursed in exceptional circumstances. Using a taxi must be cleared with the SeNSS Office a **minimum of one week before** the event, unless this is not possible, in which case a justifiable case for this spend must be made.

Please note: for all journeys, the total amount claimed must not exceed the cost of the relevant rail fare or reimbursement cap on travel from/to your institution. The reimbursement cap is set out in a table at the end of this document.

3. Accommodation and subsistence

Reasonable expenses that are necessarily incurred on meals, or hotels, may be reimbursed. Normally, only in situations in which the event in question officially begins before 9am, or officially finishes after 9pm, will it be deemed necessary to arrange overnight stays. Accommodation will not be reimbursed if the event takes place within 10 miles of your ordinary accommodation.

Normally, reimbursement for lunch will only be deemed necessary if an event officially runs between the hours of 11am and 3pm without providing refreshments for attendees. Normally, reimbursements for breakfast and dinner will only be deemed necessary when you start your journey before 7am, or when the event officially ends after 7.30pm, without providing refreshments for attendees.

The DTP will not normally reimburse expenses above the following limits:

Breakfast: £5, where this is not included in the price of accommodation

Lunch: £8

Dinner: £17.50

Hotel accommodation: £70.00 per night, **but only if this has been pre-approved at least a week in advance by SeNSS before making the hotel booking.**

Note: SeNSS will not reimburse the cost of alcoholic beverages under any circumstances.

4. Specific events

For certain defined events and occasions, SeNSS may impose a cap on the amount you are entitled to claim. This cap may be imposed on all students, or may differ depending on a student's specific circumstances, such as the distance each student must travel to reach an event.

SeNSS events will usually be held at one of our ten universities where possible and appropriate. For these events, students at whose home institution an event is being held may not be eligible to claim any travel reimbursement. **Please see pages 5-8 of this document for the maximum amount you can claim for travelling to events held at SeNSS partner institutions other than your home institution.**

5. Contact and queries

If you are uncertain about the reimbursement terms for your specific journey, you should contact your home institution's SeNSS Administrative Lead at least 72 hours before your journey.

6. Maximum travel reimbursement for events held at SeNSS partner institutions

Event held at: City, University of London	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£14
University of East Anglia	£122
University of Essex	£55
Goldsmiths, University of London	£14
University of Kent	£75
University of Reading	£55
University of Roehampton	£14
Royal Holloway, University of London	£22
University of Surrey	£31
University of Sussex	£28

Event held at: University of East Anglia	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£122
University of East Anglia	£14
University of Essex	£33
Goldsmiths, University of London	£135
University of Kent	£157
University of Reading	£157
University of Roehampton	£135
Royal Holloway, University of London	£138
University of Surrey	£140
University of Sussex	£178

Event held at: University of Essex	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£63
University of East Anglia	£33
University of Essex	£14
Goldsmiths, University of London	£74
University of Kent	£79
University of Reading	£73
University of Roehampton	£61
Royal Holloway, University of London	£87
University of Surrey	£90
University of Sussex	£79

Event held at: Goldsmiths, University of London	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£14
University of East Anglia	£135
University of Essex	£48
Goldsmiths, University of London	£13
University of Kent	£43
University of Reading	£51
University of Roehampton	£14
Royal Holloway, University of London	£20
University of Surrey	£32
University of Sussex	£37

Event held at: University of Kent	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£87
University of East Anglia	£157
University of Essex	£50
Goldsmiths, University of London	£41
University of Kent	£14
University of Reading	£57
University of Roehampton	£66
Royal Holloway, University of London	£49
University of Surrey	£54
University of Sussex	£60

Event held at: University of Reading	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£55
University of East Anglia	£157
University of Essex	£73
Goldsmiths, University of London	£50
University of Kent	£70
University of Reading	£14
University of Roehampton	£35
Royal Holloway, University of London	£22
University of Surrey	£17
University of Sussex	£47

Event held at: University of Roehampton	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£14
University of East Anglia	£135
University of Essex	£48
Goldsmiths, University of London	£14
University of Kent	£46
University of Reading	£35
University of Roehampton	£14
Royal Holloway, University of London	£11
University of Surrey	£22
University of Sussex	£32

Event held at: Royal Holloway, University of London	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£26
University of East Anglia	£138
University of Essex	£87
Goldsmiths, University of London	£26
University of Kent	£49
University of Reading	£12
University of Roehampton	£14
Royal Holloway, University of London	£14
University of Surrey	£16
University of Sussex	£68

Event held at: University of Surrey	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£33
University of East Anglia	£140
University of Essex	£90
Goldsmiths, University of London	£32
University of Kent	£45
University of Reading	£17
University of Roehampton	£22
Royal Holloway, University of London	£16
University of Surrey	£14
University of Sussex	£59

Event held at: University of Sussex	
Departing from:	Maximum amount of reimbursement available:
City, University of London	£35
University of East Anglia	£178
University of Essex	£79
Goldsmiths, University of London	£37
University of Kent	£31
University of Reading	£47
University of Roehampton	£36
Royal Holloway, University of London	£68
University of Surrey	£59
University of Sussex	£14