

Travel Expenses Policy

General

Your participation in ICS shouldn't leave you out of pocket. We therefore reimburse lowest cost travel and accommodation expenses as well as immunisation and anti-malarial costs required for your participation in the programme. However, as a charity whose focus is on improving the lives of people in the world's poorest communities, we have to make sure the money we spend in the UK is kept to a minimum. Please ensure you read and understand the Expenses Policy before you incur any personal costs. All reimbursed costs (within allowable limits) are set out in this policy. These will be for 'actual' costs, rather than an allowance to be used. If you feel you can afford to pay for your travel, then we ask you to do so.

Travel for assessment and training

If you are struggling to pay for your travel up front please contact us straight away.

We will offer to pay the cost of travel in full from anywhere in the UK **if you travel by the cheapest available option.**

Please follow the instructions below:

- Bring all your receipts to the assessment or training day and we will reimburse you.
- **If the journey you are planning is going to cost more than £70, you must contact us before you book.**
- We cannot reimburse travel by taxi or any first class travel
- We cannot reimburse for travel by express airport services (e.g. Heathrow express, Gatwick express)
- We ask that all travel is booked as far in advance as reasonably feasible to make sure you get the cheapest fare possible
- Tickets bought on the day of travel may not be reimbursed
- For volunteers travelling from outside the UK, you will be expected to pay for your travel costs until you reach the UK
- Private car - we encourage you to use public transport, but if this is not an option we will reimburse petrol costs at the rate of 20p per mile. We cannot reimburse invoices for purchase of petrol, but rather ask you to document the mileage travelled by car.
- We cannot reimburse for any parking charges.

Assessment Accommodation

We will reimburse overnight accommodation up to the limit of £45.00 where this is the only sensible option available to you. If you think that you might need an overnight stay, **please contact us to discuss this option.**

How to Claim

You will need to complete your bank details form.

- In order to be reimbursed, **we will need all your receipts.** Please either give us the original receipt at the assessment or training event, or email a scan of the receipt before you leave for your placement
- Please ensure that the **amount, date** and the **detail** of what the cost was for are clearly stated

ICS aims to reimburse volunteers as quickly as possible but it may take up to **4-6 weeks** until you receive the money. We reserve the right to query claims that appear unreasonably high, as the total amount we have to spend on this programme of work is limited and of course we want as much as possible to go to the projects you are planning to undertake. You can make a claim up to 6 months of the cost being incurred, after this we cannot reimburse the cost.

Attach all receipts and sign the form. Either hand the form in at the event or post to us at:

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