### Travel Expense policy

Positive East now operates a paperless expense claim process. To claim expenses you will need to provide your bank details and payment will be placed directly into your account. You will be asked to complete Positive East’s Expense Claim Form Set Up.

\*If your circumstances require a different arrangement, please discuss this with your supervisor or contact Volunteer Manager Maria Kubler – maria.kubler@positiveeast.org.uk

Travel expenses are refunded up to the cost of an off-peak zone 1 to 6 one-day London Underground Oyster Price Cap on production of a receipt. We will reimburse the maximum Oyster Price cap for the zone of your home address that you have provided us with, or the amount on your receipt, whichever is lower.

From January 2021

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| **Zones Travelled** | **Single Journey Ticket** | **Oyster / Contactless Payment Card~****Off Peak Peak** |
| **Zone 1** | £5.50 | £2.40 £2.40 |
| **Zone 1 to 2** | £5.50 | £2.40 £2.40 |
| **Zone 1** **to 3** | £5.50 | £2.80 £3.40 |
| **Zone 1 to** **4** | £6.00 | £2.90 £4.00 |

**Zone 1 to 5** £6.00 £3.30 £4.80

**Zone 1 to 6**  £6.00 £3.30 £5.30

If you are using and Oyster Card, please either:

* obtain a print out of your journeys (either at a ticket office or online if your Oyster card is registered
* provide the receipt from your most recent top up
* provide the receipt from your most recent travel card purchase

If you travel to and from your shifts by **car,** we will reimburse you 45p per mile\*.

If you travel to and from your shifts by **motor cycle,** we will reimburse you 24p per mile\*.

If you travel to and from your shifts by **bicycle**, we will reimburse you 20p per mile.

\**Please provide a google map image of your route.*

For travel expenses, your receipt must reflect the total amount you wish to claim. If you have used **contactless card payment** to travel on bus or tube you can either link your bank card to TfL and get a print out of your journey or we will reimburse the cost of a single journey from the home address you provided us with and back again.

To claim your money back you need to fill out an expense claim form. We ask that every claim is submitted no later than two weeks after the volunteer work took place.

It is essential to keep your receipt otherwise we cannot reimburse you.

**\*Please note if your volunteer shift is 3 hours or more you are entitled to claim up £5.00 contribution towards food. The same expense claim process applies.**