

Monmouthshire Farm Endowment Trust – Travel Policy

Charity number 525649

Introduction

Trustees consider all applications three times per year and no claims will be approved until an award has been made.

The Trustees of the charity are committed to promoting sustainable travel to reduce the environmental impact of our journeys.

The Trustees will consider all claims for travel expenses ensuring that this aim is met.

For all travel claims the Trustees will first consider the availability of public transport, when applying for travel costs all applicants not using public transport must state clearly the reasons why this is not possible.

The Trustees recognise that given the rural nature of the area covered public transport is not always practical and therefore use of private cars may be required, however if public transport is available and the applicant chooses to use a private car any reimbursement will be at the public transport rate.

To claim the cost of public transport a copy of the ticket must be submitted with the date of travel and cost of travel clearly stated.

Where the applicant is claiming for private miles, they should also consider if it is practical to car share to reduce costs and environmental impact.

Any mileage claimed will be from the applicant's home address to college or placement, via the shortest route, this will be paid at the HMRC rate which is currently 45p per mile.

Where a car share is practical, the cost of a short diversion (**max of 3 miles** each way) can be added to the claim, the passenger details (name, address and course must be added to the claim).

The Trustee strongly advise that all applicants check with their insurers if they require business insurance to travel to and from placements, this cost will **not be** refunded by Trustees.

Claims should be made monthly using the online form (**link**), claims older than 3 months will not be considered for reimbursement.

The Trustees have the right to refuse claims should they not adhere to the terms above, they also have the right to ask for additional information prior to paying any claim.