

## **Officials Abroad Travel Reimbursement Policy (Sustainable Engagement Fund)**

This policy utilises the Sustainable Engagement Fund provided by The European Youth Parliament International Office.

The SEF is a project of the Climate Youth Action Plan (CYAP) and funded by the E.ON Stiftung and the European Union. The fund aims to encourage young people across Europe to explore, discuss, and ultimately act for climate neutrality within their existing engagement with the EYP and with their local and national communities

If you have any further questions having read this policy, please don't hesitate to get in touch with our Treasurer, Megan, at [megan.bell@eybuk.co.uk](mailto:megan.bell@eybuk.co.uk).

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

1. This reimbursement is available for:
  - a. An EYPUK member who is attending a network event **abroad** as an official for the **first time**, and/or;
  - b. An EYPUK member is attending a network event **abroad** and travelling using sustainable modes of transportation.
2. The maximum reimbursement available for:
  - a. EYPUK members attending a network event abroad for the first time is **£50**
  - b. EYPUK members attending an abroad event using sustainable transport is the difference in cost between flights on the same route and the sustainable option.

### **The specifics:**

1. 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 coach, air and train travel at the minimum.
2. 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.
3. It is expected that transport is booked using student discounts, railcards, or coachcards where possible.
4. 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.
5. Claiming on overnight hotel or hostel accommodation is not covered under this policy, even if it was a requirement for travel.

### **EYPUK Members Abroad for the First Time:**

1. It is expected that you are able to evidence that this is your first in network event
  - a. i.e. acceptance email, certificate of attendance etc.

## **EYPUK Sustainable Travel Fund:**

1. The travel reimbursement received from this fund is calculated by deducting the cost of flights from the cost of the sustainable travel on the same route
  - a. Example

### Attending Paris NSC from Edinburgh:

Return flights from Edinburgh to Paris (£170) and a return tram to Edinburgh Airport (9.50) = £179.50

Return train from Edinburgh to London (£110) and a return Eurostar to Paris (£125) = £235

Sustainable travel - Non-sustainable travel = £55.50

## **Process of requesting reimbursement:**

1. Please send an email to [expenses@eypuk.co.uk](mailto:expenses@eypuk.co.uk), and CC in [megan.bell@eypuk.co.uk](mailto:megan.bell@eypuk.co.uk) and [meera.kaiser@eypuk.co.uk](mailto:meera.kaiser@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 four 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 travel reimbursement should be submitted within 30 calendar days of the end of the event.