

## ICS Consortium Volunteer Travel Reimbursement Policy

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#### Introduction

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.

#### Travel for assessment and training

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 your receipts to the assessment or training day and we will reimburse you. If you cannot pay for your travel upfront, please contact us and we will arrange to book your travel for you.
- You **must** contact us **before** you book, if the journey you are planning is going to cost more than £50.
- We cannot reimburse travel by taxi or any first class travel
- 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 (unless it is a London travel card)
- **For volunteers travelling from outside the UK, you will be expected to pay for your travel costs until you reach the UK**

#### Assessment Accommodation

We will reimburse overnight accommodation in the form of a bed in a shared dorm if your travel is longer than three hours.

### Vaccinations and anti-malarials

- We will reimburse your expenses related to the injections and anti-malarials which are recommended for your country by us
- We will not reimburse for any medical expenses additional to this list or the anti-malarial **Malarone**, unless we approve this in advance, or a doctor's letter is attached.

If you can't afford to pay for your medical expenses upfront, please contact us as alternative arrangements can be made.

### How to get reimbursed

- You will need to complete your Volunteer expenses form
- In order to be reimbursed, we will need 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
- A receipt for an injection also needs to clearly state what type of injection you received.

ICS aims to reimburse volunteers as quickly as possible but it may take up to 30 days until you receive the money. Please note that we may not be able to reimburse you if you send us any receipts after your programme starts (apart from those relating to your return home and your RV weekend).