

**Eligibility and Terms for financial assistance to attend**

**Purpose of the fund**

Travel and Accommodation costs can pose a significant barrier for people wishing to attend national events. To maximise attendance, a limited allocation of funds is available to support the financial costs of travel.

**Eligibility Criteria**

**Priority will be given to:-**

1. Asylum seekers and refugees;
2. People who have been invited to speak at the event;
3. Members of City of Sanctuary groups who have not previously attended an AGM or Sanctuary in Parliament event and/or who are unfunded or have limited funds.

All event delegate travel expenses must have been pre-authorised by the Finance Officer or Chief Officer.

Standard class public transport must be used wherever possible. Every attempt should be made to purchase cheaper advance booking and off-peak travel tickets. Air travel should only be used if there is no other viable alternative. City of Sanctuary will not pay for first class travel costs.

**Taxis**

We discourage the use of taxis if a substantially cheaper alternative and practical mode of public transport is available. Allowance will be made for disabled or mobility impaired people or when travel is necessary before buses are running. Prior approval must be sought.

**Car**

Under some circumstances, travel by car may be permissible if public transport can be shown to be unfeasible or more expensive. Where car travel is perceived as being necessary prior approval must be sought. For example travel may on occasions be more cost effective if there is a group travelling together. In accordance with HMRC guidelines, City of Sanctuary will pay 45p per mile for pre-authorised journeys. The expense form must clearly identify the journey undertaken and miles should be calculated in accordance with a ‘route planner’. City of Sanctuary does not reimburse against individual petrol receipts.

**Terms and Conditions (Important - Please Read)**

1. Preference will be given as detailed above.
2. Applications will be processed on a first come first served basis.
The fund will close once all funds have been assigned or by Friday 4th May 2018 (whichever occurs first).
3. Applications for funding are not the same as booking to reserve your place. **You must ensure you have completed and submitted a booking.**
4. The fund will only be paid for individuals who actually attend the event and have a formally approved application. **The named individuals in your application must therefore ensure they sign in at the event reception as proof of attendance**. Failure to do so will invalidate any potential offer of funding.
5. Approved applications for travel funding will be paid retrospectively (evidence of expenditure must be submitted before payment will be approved). However if you are an asylum seeker or refugee we will be able to book travel if your group is unable to do so for you (please let us know).
6. Maximum funding level is anticipated to be £150 per person and we request that you travel ‘off peak’ if possible.
7. Funding is only available for travel and not for refreshments or other expenses.

**Making an expense claim**

All expenses are to be claimed using a travel expense claim form. The form must be submitted with receipts for authorisation. The preferred method of payment is by bank transfer but arrangements can be made for payment by cheque or cash if necessary.

Any questions about this policy should be sent to joanna@cityofsanctuary.org