

Expenses policy for External Expense Claims

Findacure endeavours to reimburse the costs of reasonable travel expenses, as set out in this policy.

This document applies to:

- ❷ Rare disease patients, patient groups and charity representatives attending Findacure's patient training workshop.
- ❷ Mentees and mentors on Findacure's peer mentoring programme, attending peer mentoring events.
- ❷ Members of Findacure's Scientific Advisory Committee and Empowerment Advisory Committee attending committee meetings.

General expenses policy

Findacure will always reimburse expense claims up to the total value of **£75.00 per person**, contingent upon the presentation of valid receipts.

For any claim that is likely to exceed this amount, Findacure politely requests that advance contact be made, so that we may work together to find the most suitable and cost effective travel option.

All claims must be submitted using a Findacure Expenses Claim Form, within one month of travel. All claims, excluding mileage, must be accompanied by a valid receipt and/or booking confirmation.

More detailed information regarding specific models of transport is provided below – regardless, the general expenses policy applies to all of these forms of transport.

1. Public Transport

Public transport is the preferred method of transport, as this is usually the cheapest and most environmentally sound travel option.

Trains

In keeping costs low, we encourage the purchase of advance, standard class tickets wherever possible. It is not our policy to reimburse first class tickets, unless the cost is less than a standard class ticket, or there are extenuating circumstances.

Tubes and buses

A receipt is not required when using an oyster card or contactless payment to travel on the London Underground, Overground or bus network, but some form of proof of transaction (e.g. from an excerpt from a bank statement) is requested for accounting purposes. If using an oyster card, the claim should reflect the cost of the journey and not top ups.

2. Taxis

Findacure will reimburse taxi fares, when accompanied by a valid receipt.

3. Overseas and air travel

Findacure will reimburse overseas and air travel when other transportation methods are unsuitable. We will reimburse standard or economy tickets only, unless there are extenuating circumstances.

4. Private car

Findacure will reimburse mileage at the rate of 14p per mile, with the intent of covering the cost of fuel. Persons claiming for mileage must note the start and end location of their journey, as well as the total miles claimed for. Please note, it is the individual's responsibility to ensure that their car insurance covers them for their travel. A receipt is not required when claiming for mileage.

Payment

Findacure reserves the right to refuse reimbursement of travel expenses that do not conform to this policy.

All expenses will be paid into the nominated bank account on the expense form. Findacure will not provide reimbursements in cash or by cheque.

For more information on this policy, please contact info@findacure.org.uk.