



## **Policy statement on reimbursement for student travel to attend CAIPE meetings**

### **Attendance at Board meetings and AGM**

The CAIPE Board is currently committed to reimbursing in full the travel expenses of the student co-opted Board members when attending CAIPE Board meetings. Two students are co-opted on to the CAIPE Board with the agreement to have two alternates. Only two student representatives are eligible to claim for Board meetings and but all four co-opted student Board members can claim travel to attend the AGM. Expenses will be reimbursed at the cheapest available transport rate; wherever possible. Advanced notice of meetings allows students to book at the cheapest advanced booking rate.

### **Travel by student members to promote CAIPE**

Student members of CAIPE travelling short distances to promote CAIPE at other HEIs may claim travelling expenses provided;

- The visit (including cost) is agreed in advance with the Treasurer and the CAIPE Student Network Coordinators
- Travel is by the cheapest means
- Approved CAIPE marketing materials are used to promote CAIPE
- Travel expenses are claimed in line with the CAIPE expenses policy

### **Requests/Invitations to promote CAIPE at student events**

Requests for a member of the CAIPE Student Committee to attend student events to promote CAIPE will be considered on a case by case basis. If an organisation requests a speaker the organisation will normally be expected to pay costs. Requests to provide a CAIPE stand or other publicity will be considered on an individual basis.

### **Additional student activities**

**The Chair or Vice Chairs should be informed and sanction payment for additional student travel claims.**

#### **Working examples:**

- Student CAIPE working group
- Presentation of posters or other contributions at AGM or Chair's event
- CAIPE student conference: students can claim 50% of their travel cost up to £50 maximum

### **Procedure**

All travel claims for meetings attended should be submitted on the CAIPE travel expenses form to the CAIPE Administrator, CAIPE POBOX 680, Fareham, Hants PO14 9NH within 30 days of the meeting. All claims should be for travel expenses only and where possible at the cheapest available rate. When notice of a meeting is given then the cheapest advanced booking rate only will be eligible for reimbursement. Receipts must be attached to all travel claims (these may be of a higher value than the claim itself but must not be less).

If claims can be met within the available budget they will be. CAIPE reserves the right not to pay travel expenses if the allocated budget is spent. CAIPE Student Board members may wish to check prior to committing to travel expenses whether the funds are available within the allocated budget.