



National Roma Network Forum - Travel Expenses Policy

Introduction

The National Roma Network Forum (NRNF) is primarily for, with and about migrant Roma and, therefore, we aim to encourage as many members of the migrant Roma community as possible to attend, as their contribution is vital.

NRNF events are free to attend and we also have some funding available to facilitate the attendance of migrant Roma at these events. However, our resources are limited and so this policy aims to clarify our position in relation to the reimbursement of travel cost for attendance at the National Roma Network Forum events.

Speakers

1. We will offer to pay reasonable travel costs for speakers to attend NRNF events. For the purposes of this policy, a speaker is someone who is named (either individually or as their organisation) on the agenda.

Delegates

2. We are only able to pay travel expenses for migrant Roma.
3. We will only reimburse costs to those who cannot claim from elsewhere. For example - Migrant Roma working for, or on behalf of, a local authority would be expected to claim their travel costs from that local authority; and migrant Roma working for an organisation which receives funding that enables participation in external meetings/events would also be expected to claim from their own organisation.
4. We will only reimburse travel costs for one person per organisation (excluding speakers). Others are welcome to attend but we are unable to cover their costs.
5. The travel budget for each NRNF event is limited. Therefore, there is a limit to the number of claims that can be made against this policy. If the number of claims exceeds the budget for that event, Migration Yorkshire reserves the right to select which claims to accept to ensure balanced attendance.
6. All claims against this policy must be reasonable. Rail travel should be standard class only and, ideally, booked well in advance to keep costs down. Where possible, 'open' tickets should be avoided. Instead, delegates should try to book specific trains for both the outbound and return journeys. As the NRNF has limited funds, we reserve the right to refuse a claim made under this policy if the cost of travel is deemed to be too expensive. Delegates are asked to seek approval from Migration Yorkshire prior to booking their own tickets.

7. Reimbursement for rail travel can be done in one in one of two ways:

- You can purchase your own standard class rail tickets and send us an invoice for the cost following the meeting (Please Note: you would also need to send us the tickets and/or proof of purchase); or
- We can purchase the train tickets for you and you can either collect them from the station or we can post them out to you.

8. We aim to ensure that all venues used for NRNF events are easily accessible via public transport so, unless there is a specific reason to do so, we do not encourage delegates to travel to NRNF events by car. Any mileage/parking claims submitted under this policy will be compared to the cost of making the same journey via public transport and only the amount of the cheapest option will be reimbursed. Those with disabilities/mobility issues are excluded from this clause.

Non-Attendance

9. We are unable to reimburse travel costs for those who book travel, but then fail to attend the event for any reason.

10. If we book rail tickets on your behalf and you fail to attend the event, we reserve the right to take action to recoup the cost of those tickets if we are unable to obtain a refund from the supplier. The reason for non-attendance will be taken into account prior to any action being taken.

11. We reserve the right to refuse travel claims from any person/organisation who has previously asked us to book travel on their behalf and then failed to attend an event.

Contact

12. If you have any questions relating to this policy, please contact either:

- Nicola Baylis on 0113 3952434 or at Nicola.Baylis@migrationyorkshire.org.uk; or
- Ewa Jamroz on 0113 3952602 or at Ewa.Jamroz@migrationyorkshire.org.uk.