

## UCL Centre for Access to Justice (CAJ) Student Travel Expense Policy

The CAJ will pay student volunteer travel expenses on CAJ pro bono and volunteer opportunities. This does not apply to external opportunities promoted by CAJ. If you are unsure whether your project qualifies, please contact Adam Riley at [adam.riley@ucl.ac.uk](mailto:adam.riley@ucl.ac.uk)

We will pay for bus, tube, or standard class rail travel within TFL zones 1-6. Travel outside of Zone 6 may be paid for in exceptional circumstances and students should seek prior agreement beforehand.

### **How to Claim:**

#### Proof of Travel

To submit a claim you must provide either:

- A valid receipt for travel **for that particular journey. An Oyster Top Up receipt is not sufficient.**
- An Oyster Card history highlighting the relevant journeys.
  - *Please note: If you register your Oyster Card online, you can print off your journey history through your online account (up to eight weeks). If your card is not registered, you can get a printout of your last 10 journeys via the ticket machines at any London Underground Station.*

**You must submit one of these two options. A credit/debit card receipt alone will not be reimbursed.**

#### Expense Claim Form

In addition to providing proof of travel, to claim you must fill out the [General Expense Form](#) available on the CAJ website. Please fill out ALL sections EXCEPT the “Project Code Analysis” Section which will be completed by a member of the CAJ Team. Please ensure you specify which project this is for in the description of claim box.

#### Submitting Your Claim

Once you have proof of travel and completed the expense claim form, you must submit the original receipts and completed form to Adam Riley by dropping them off at the CAJ Office, r.333 Bentham House. Alternatively, if you are submitting an Oyster Card history, this and the completed form can be emailed to Adam Riley at [Adam.Riley@ucl.ac.uk](mailto:Adam.Riley@ucl.ac.uk). Your claim will then be submitted for processing and you should be paid within four weeks.

For students on longer projects, would encourage students to submit claims on a monthly basis rather than for each individual journey.

**Please note, funds can only be paid into a UK bank account.**