

Emergency Travel Home Scheme

1. The Emergency Travel Home Scheme will fund/part-fund formal Budi Teams (staff only) a return journey home should their lift fail in the event of an emergency or unforeseen problem.
2. Applicants must be the passenger, as the Scheme assumes that the driver will make their own arrangements.
3. The Scheme works by retrospectively reimbursing the costs incurred by an employee's return journey home via an alternative mode of travel. The individual Budi Team member is responsible for arranging their own return journey, with reference to Section 3 below.

Process

4. To make a claim through the scheme:
 - 4.1 Select your mode of travel and make your OWN travel arrangements;
 - 4.2 Complete the Emergency Travel Home claims form (below);
 - 4.3 Get the claims for certified by your line manager and Budi Team driver;
 - 4.4 Send the form to the University's [Travel Plan Coordinator](#) for review and approval (a cost code will be provided at this stage);
 - 4.5 Once your claims form has been returned to you fully approved, submit an online expense claim – details of how to register can be found on the [Finance](#) website.
5. When submitting the online claim proceed as follows:
 - 5.1 Select 'General Administration' from the 'Reason' drop down list;
 - 5.2 Select 'Travel' in the 'Expense Category';
 - 5.3 Select the appropriate 'Expense Item';
 - 5.4 Type *Car Share – Emergency Travel Home Scheme* in the 'Narrative' section;
 - 5.5 Follow the standard procedure in your College/Service for submitting the original travel receipts, including the completed ETH claims form;
 - 5.6 You will be reimbursed in the standard way for expense claims via a BACS payment.

Emergency Travel Home Mode

6. The University will only reimburse the cost of a taxi if it is proven that public transport was not an option for travel.

Option	Mode of travel	Reimbursement value
1	Public transport (rail or bus)	Value of a single standard ticket limited to £30 with receipt
2	Private hire taxi	Limited to £30 with receipt

7. Please note, a combination of options will be considered i.e. train/bus followed by a taxi. No other modes of travel will be considered.
8. The Emergency Travel Home Scheme has a limited annual budget and is provided to reassure car sharers or a return journey home that will not incur any unnecessary excessive costs to that employee. Applications will be assessed and monitored to ensure no misuse of the system.

Eligibility

9. To be eligible for the Scheme, employees of the University must be formally registered members of the University of Exeter Car Sharing Scheme (with a confirmed Budi Team) and have been issued with a Car Share Permit by Campus Services Helpdesk.
10. You must have a valid reason for using the Scheme. Valid reasons include:

Reason	Certified by
A home emergency (reported burglary, fire, flood etc.) requiring your immediate attendance	Your line manager on the ETH application form
Personal illness or injury of an immediate family member requiring your attendance	Your line manager on the ETH application form
The unavailability of your shared car driver for any of the above reasons	Your Budi Team driver
The breakdown of, or accident damage to, the shared vehicle that renders it unavailable for use at, or within, an hour of the normal return home time	Your Budi Team driver

11. Circumstances in which passenger sharers may not use the Scheme include the following:
 - 11.1 Previously scheduled medical appointments;
 - 11.2 Personal errands;
 - 11.3 Working late;
 - 11.4 Business appointments/journeys;
 - 11.5 Early office closure e.g. during or in anticipation of extreme weather conditions;
 - 11.6 Holiday (including bank holidays and University closure days) or long term sickness.

Terms and Conditions

12. Budi Teams are only eligible to apply for two reimbursements per academic year. Additional requests may be made, but offer no guarantee of being granted.
13. Employees are responsible for making their own arrangements for their return journey home.
14. Reimbursement will be in the form of a BACS payment issues to the employee.
15. The University reserves the right to refuse an application for an Emergency Travel Home reimbursement.
16. The University reserves the right to alter/withdraw the Emergency Travel Home Scheme at any time.
17. The University will not reimburse your travel costs into work should your ride fail.

Emergency Travel Home Scheme for Car Sharers Form

Please complete fully, scan and upload onto the University [Expense Claim](#) system with your travel receipts. The form will be reviewed by the University's [Travel Plan Coordinator](#) and then processed by payroll. You will be notified by email by University's Travel Plan Coordinator if your claim has been approved within 5 working days. If you have any queries or issues please contact Becky Webb on 01392 725564 or email r.webb@exeter.ac.uk.

A. Personal Details								
Full name:								
College/department:								
Home address:								
Postcode:								
Email address:								
Work telephone number:								
Car share permit number:								
Date of claim:								
B. Emergency Ride Home Application								
Please complete the details of the circumstances of your claim below:								
Name of car share team driver:								
Reason for claim:								
Alternative mode of transport used:								
Cost of claim: (attach receipts)								
C. Certification								
I, the applicant, have read and understood the terms and conditions on pages 1-2.								
Applicant Signature:				Date:				
I, the line manager of the applicant, have read and understood the terms and conditions on pages 1-2 and confirm the 'Reason for claim' in Section B.								
Line Manager name: (Please print)			Line Manager signature:			Date:		
I, the car share team driver, have read and understood the terms and conditions on pages 1-2 and confirm the 'Reason for claim' in Section B.								
Car Share Team Driver name: (Please print)			Car Share Team Driver signature:			Date:		
Travel Plan Coordinator name: (Please print)			Travel Plan Coordinator signature:			Date:		