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# Emergency Travel Home Scheme (staff only)

1. The Emergency Travel Home Scheme will fund/part-fund formal Liftshare Team (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 Liftshare Team member is responsible for arranging their own return journey, with reference to Section 3 below.

## Process

1. To make a claim through the scheme:
	1. Select your mode of travel and make your OWN travel arrangements;
	2. Complete the Emergency Travel Home claims form (below);
	3. Get the claims for certified by your line manager and Budi Team driver;
	4. Send the form to the University’s Parking Team (carparking@exeter.ac.uk) for review and approval (a cost code will be provided at this stage);
	5. Once your claims form has been returned to you fully approved, submit an online expense claim

– details of how to do this can be found on the [Finance](https://www.exeter.ac.uk/departments/finance/buying/expenses/) website.

1. When submitting the online claim you can follow the [step by step guide](https://www.exeter.ac.uk/media/universityofexeter/financeservices/t1manualsworkbooksguides/Staff_Expenses_Crib_Sheet_-_v5_06.03.2023.pdf), but please remember the following points:
	1. Use the “Non-Mileage Claims” section
	2. Claim Type should be “Expense”
	3. When clicking “Add”, scroll down and select “Travel UK”
	4. Type *Car Share – Emergency Travel Home Scheme* in the ‘Narrative’ section;
	5. The charge code is 012222
	6. Please scan your receipt and add to the claim as an attachment, and also add your claim form as an attachment
	7. You will be reimbursed in the standard way for expense claims via a BACS payment direct to your bank account.

## Emergency Travel Home Mode

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

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

1. 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.
2. 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

1. You must be a staff registered member of the University of Exeter Liftshare scheme and you must have formed a Liftshare team. A Liftshare team is a team of 2 or more people that have searched, matched, and confirmed as sharing a journey.
2. You must have already travelled from home to work as a Liftshare team passenger on the day you require to use the Guaranteed Ride Home.
3. You must be unable to share your journey from work to your home address as a Liftshare team passenger due to exceptional circumstances.
4. You must have a valid reason for using the Scheme. Valid reasons include:

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| **Reason** | **Certified by** |
| A home emergency (reported burglary, fire, flooretc.) requiring your immediate attendance | Your line manager on the ETH application form |
| Personal illness or injury of an immediate familymember requiring your attendance | Your line manager on the ETH application form |
| An unforeseen work reason which means you must stay at work for significantly longer than an hour then arranged to do unexpected business critical work. | Your line manager on the ETH application form |
| The unavailability of your shared car driver forany of the above reasons or within 60 minutes of the normal return home time | Your Liftshare Team driver |
| The breakdown of, or accident damage to, the shared vehicle that renders it unavailable for useat, or within, an hour of the normal return home time | Your Liftshare Team driver |

1. Circumstances in which passenger sharers may not use the Scheme include the following:
	1. Previously scheduled medical appointments;
	2. Personal errands;
	3. Working late;
	4. Business appointments/journeys;
	5. Early office closure e.g. during or in anticipation of extreme weather conditions;
	6. Holiday (including bank holidays and University closure days) or long term sickness.
2. A stranded Liftshare team passenger may ONLY use the ETH scheme for journeys directly from their usual work premises to their home address. However, an intermediate stop (maximum duration 10 minutes) is permitted if it relates to the emergency. For example, you may stop on the way home to pick up your child from school or from a designated carer. In extreme situations, the passenger may be taken directly to the hospital to see an ill/injured family member.

1. The ETH scheme does not apply to the Liftshare team driver.
2. If more than one passenger in a Liftshare team arrangement needs a GRH ETH by taxi they should share one taxi ride home.

## Terms and Conditions

1. Liftshare Team are only eligible to apply for two reimbursements per academic year Additional requests may be made, but offer no guarantee of being granted.
2. Employees are responsible for making their own arrangements for their return journey home.
3. You cannot claim for the journey from your home to work.
4. Tips to taxi drivers are optional and are the responsibility of the passenger – these will not be reimbursed.
5. Reimbursement will be in the form of a BACS payment issues to the employee.
6. The University reserves the right to refuse an application for an Emergency Travel Home reimbursement.
7. The University reserves the right to alter/withdraw the Emergency Travel Home Scheme at any time.
8. 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*](https://www.exeter.ac.uk/departments/finance/buying/expenses/) *system with your travel receipts. The form will be*

*reviewed by the University’s* *Parking Team* *and then processed by payroll. You will be notified by email by the parking team if your claim has been approved within 5 working days. If you have any queries or issues please contact the parking team at* *carparking@exeter.ac.uk*

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| **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. |
| Liftshare Team Driver name:(Please print) |  | Liftshare Team Driver signature: |  | Date: |  |
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| Parking Team (Please print) |  | Parking Team signature: |  | Date: |  |