

PARTICIPANT TRAVEL EXPENSE CLAIM POLICY

Thank you for participating. UK Biobank is a registered 'not for profit' charity and as such relies on people's goodwill to succeed.

When you attend a UK Biobank assessment centre appointment, you will be provided with an expense claim form. Please keep your travel receipts / tickets and attach them to your claim form, which should be returned to us within three months of attending your assessment. Payment will normally be made within 28 days of receipt of the claim.

We are able to reimburse the following travel expenses:

1. Train and other public transport (i.e. bus, tram, Metro or underground) standard class fares only.

It would really help us if you could keep in mind the following when buying your train tickets:

- Please buy **standard fares** only.
- **Booking in advance** usually means that you get the best value tickets. **Where possible, avoid booking open return tickets** as these tend to be the most expensive.
- **Buying split tickets** may reduce the overall price of your fare. Please visit www.splitticketing.com to find out more.

2. Private transport (i.e. by car, motorcycle or bicycle).

- We will reimburse you **25p** per mile for a car and **9p** per mile for a motorcycle or bicycle.
- There is free parking at the assessment centre. If you park elsewhere, you can also claim car parking costs (but not fines).
- Tolls and tunnel fees may be claimed.

3. Taxis

We are generally unable to reimburse the cost of taxi journeys unless you are registered disabled or have some other special need.

Unfortunately, due to our limited resources, we are generally unable to offer help with:

- Expenses for partners and travelling companions (unless you are disabled or have some other special need).
- Taxis
- Car hire.
- Overnight hotel accommodation.

If you are unclear what expenses you can or can't claim for, or if you have any questions about travel expenses,

please contact our Participant Resource Centre – Monday - Friday, 9am-5pm

Telephone: 0800 0 276 276

Email: ukbiobank@ukbiobank.ac.uk