



ACTIVITIES

# Vehicles Handbook

September 2022



## **Introduction to the Union and Handbook**

The Union of Brunel Students is the main representative body of students here at Brunel University and aims to represent all bodies. We value Excellence, Democracy, Equality, Integrity and Empowerment across all areas of the Union.

### **About the Handbook**

The handbook has been produced as a means of fully communicating all the ins and outs of the Transport system that currently runs without the Union. We want the guide to serve as information regarding rules, guidelines and policies that need to be followed when hiring either a Union hired vehicle or an external vehicle, as hired through the Union. The Handbook is designed for both students and staff.

The Handbook has been designed after many years of there not being enough information communicated consistently throughout the year and serves as a permanent guide to ensure the safety of both the drivers and vehicles. Through following this guide we hope to ensure that all vehicles are returned as they were hired out and not to run up any unnecessary costs.

This guide is especially important to all Chairs of Clubs & Societies as it sets out all the guidelines for the upcoming year and beyond. Please ensure that all regular drivers are fully aware of everything in the guide, especially important numbers and costs, and that any potential new drivers are fully clued up before they book a minibus.

### **Current Union Vehicles**

The Union currently leases the following vehicles, which are left on site during term time:

1 x 9 seater people carrier – Union branded

The hiring of the vehicles is through the Union finances; therefore, the costs of hire, damage and fuel are done so centrally, with the costs then being taken from the respective club or society account. The Union leased vehicles are open to all students who are members of a sports club or society, as long as the hire is solely for the purpose of a fixture or event.

The Union holds the right to cancel any bookings which do not run in line with this, and will give priority to certain events – i.e. BUCS Wednesdays and SSHH Bus.

### **Important Contact Numbers**

Student Union Reception	01895 269269
Student Activities	01895 266061
Student Activities out of hours	07393 886708
University Security	01895 255786



## Insurance

All drivers who use the Union leased vehicles will be covered by the Students Union Endsleigh Insurance. Details of the insurance lie with the Student Activities Team. PLEASE NOTE – only the Union leased vehicles are covered 24/7 on this insurance, and this is only for staff and students of Brunel University & the Union of Brunel Students. If the driver is not a registered student or member of staff, they will not be able drive the vehicles.

If the vehicle is externally hired you will be charged by us to insure the vehicle based on the number of days of the hire. The charge per day often changes based on the insurance company; but, roughly 1 day's insurance is around £15. Where possible we will let you know the exact cost before the start of the hire – especially if you are hiring as a society or a University department.

### Pre-hire Information

Students must meet the below criteria in order to hire our vehicles. The criteria differs depending on the number of seats the vehicle has. The criterion is listed below:

Vehicles with 9 seats:

- Held a clean licence\*\* for 1 year
- Preferably 19 years of age or older

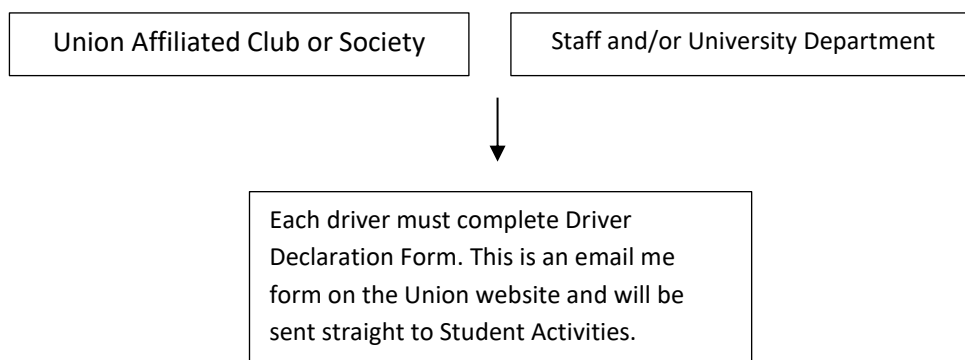
\*competency test can also be taken for those driving the 9 seaters.

\*\*this is self-declared by driver; driver's responsibility to inform the Union.

These are legal guidelines, which are laid out on the [government website](#).

If the student is a non-UK Driver they must contact Student Activities in advance, to declare they are driving, prior to the hire. A non-standard driver procedure form (Appendix 1) will need to be completed, in conjunction with their declaration. The declaration period deadline is **10 days** prior to the first date of hire; this is to allow all information to be sent over to the insurance provider, who will then be able to advise us further. In cases, where the insurance company does not provide cover, we will do our best to make sure all trips can be made. However, we advise that alternatives are in place prior to the completion of the form.

### Pre-Hire Process Flow Chart





Driver declaration form can be found here -

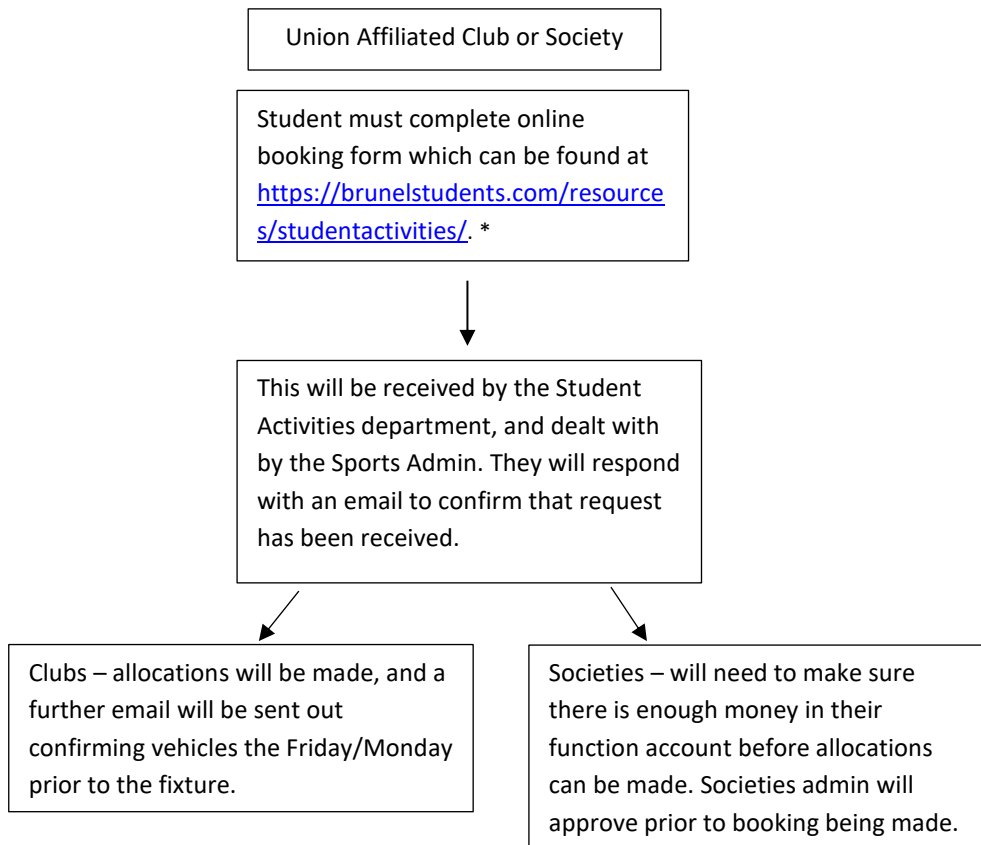
<https://www.emailmeform.com/builder/form/1P34AZaD44d1fTK6eaE9>

### Booking Procedure

To book any vehicles through student activities, the online booking system must be used. This can be found on the Union of Brunel Students website. The link can be found at <https://brunelstudents.com/resources/studentactivities/>; this can both be filled out by the driver or the organiser, and can be used for both staff and student hires.

For all students, this form must be completed, if they require vehicles for fixtures, training or events. Emails from staff will be accepted, however, where possible we would like to divert them to completing the online form. This is to allow easy collaboration of details, and to keep track of hire requests.

### Booking Procedure Flow Chart



\*Students must complete booking forms prior to the below deadlines:

- Clubs – **10 days prior** to fixture or training
- Societies – **14 days prior** to event or trip



## Vehicle Allocations

From September 2022, vehicle allocations will be done based on the following criteria:

- Distance needed to travel
- Time it would take to reach destination
- Ease of travel (includes ease of travel with equipment provisions)
- Cost

We have a plethora of teams that travel up and down the country, and it is important for all students to reach their destination with ease, and in sufficient time. The main change to vehicle allocation will come to those students who will be travelling away to teams in the London Region, or opposing institutes that fall within and/or around the M25.

### Public Transport

Public transport will be allocated if teams will be travelling in London. There are factors that will be considered, i.e. number of players travelling, equipment, time of travel and cost of reimbursement. The decisions on who will be allocated public transport will be made by the Student Activities office, and everything will be considered before a decision is made. Students will be informed at least 2 working days before their fixtures; this will give them time to organise students driving personal vehicles if available within the team.

There are exceptions that have been put in place. If teams are travelling to the below universities\*, they will be granted vehicles:

- St Mary's
- Kingston
- Royal Holloway
- Roehampton
- Surrey
- Hertfordshire

\*other exceptions will be made if the central universities have sources pitches outside of London.

### Coach Travel

From September 2022, the Union will be liaising with universities in the London and South East region to try block fixturing. If there is more than one Team Brunel team travelling to one university, or another university relatively close geographically, we will be looking into hiring a coach for these teams to travel.

Like above, teams will be informed at least 2 working days before their fixture about these decisions.



## Costs

The Union is able to hire out vehicles to any club, society or University department as long as a relevant booking form is filled out within the right period of time. There is however different costings involved based on who is hiring.

**Clubs** – Clubs have their own grant account dedicated to transport and therefore costs regarding vehicle hire will be automatically deducted out of the account after the completion of hire. If you are part of a club but using the vehicle for personal use, you **MUST** let us know in the original booking. Failure to do so may result in a fine (see page 15).

**Societies** – As societies only have a function account, you must arrange for money to be paid into the account in order to cover the costs. In special circumstances, Student Activities may fund transport however without written consent this will not be the case for the vast majority of hires. Please contact the Societies Administrator if you have any finance queries. Transport funding can be requested via the annual and in year funding request forms.

**University departments / staff** – University departments need to raise a purchase order with Student Activities in order to use any of the vehicles through the Union. Student Activities will then raise an invoice once the hire has been completed.

**Individual Hires** – We are unable to book any vehicles for personal hires for students or staff – this includes hires for interviews, family occasions or events not relating to work or student group.

**Claims for fuel** – As a student driver you are allowed to claim the fuel back for any trips made using a Union hired vehicle. To do so you must retain ALL receipts from refuelling – we are able to claim back any VAT expenditure and therefore a customer copy is not sufficient enough and you may not be able to claim back money without one. To claim back you need to fill out the relevant petty cash form (yellow for club, blue for society) and bring this to Student Activities within 4 weeks of the hire.

**Using your own vehicle** – Fuel will be reimbursed at a rate of 20p per mile if a student uses their own vehicle to transport students to a fixture or event. The Union will not pay for the use of the driver’s vehicle themselves, only the fuel. When reclaiming money, a

form must be filled out and a map attached to the overleaf, detailing the journey. The driver must also then work out the total amount of money owed for the journey e.g. if the journey was 80 miles one way it would be worked out as the following:  $80 \times 2 = 160$  (miles)  $\times 0.2$  (fuel allowance) = £32.

### Cost of Hire

Day/s	9 seater	External
Mon, Tues, Thurs, Fri	£30	Size dependent**
Wednesday	£50	Size dependent
Saturday, Sunday	£50	Size dependent

\*Cost will depend upon demand – busier periods may result in increased cost



### Collection of keys

As previously mentioned in this document, only the driver, or the organiser of the vehicle hire, will have the ability to collect the keys from the Union. The point of collection will be the Student Activities office unless you have been told otherwise. On collection, the driver will need to fill out a part 1 of the vehicle hire form.

**N.B:** No keys will be handed out unless this part of the vehicle hire form is completed.

You should aim to collect the keys at least 30 minutes to an hour before your departure, especially if you are using them on a BUCS Wednesday as the office gets very busy beforehand. If your hire is not between the hours of 9am – 5pm we will arrange for the keys to be dropped off at a convenient location so that you will be able to collect without any hassle. In these circumstances we may ask for you to collect the day before however the cost of the hire will only be limited to your use on the day and therefore costs such as insurance will only cover the next day and the vehicle should not be used prior to this.

If keys need to be collected from the Security office, you must show your student or staff ID and identify the nature of your use otherwise you will not be able to collect the keys. Where possible we will ensure that all vehicles are left in the Hamilton car park however if they are not we will let you know beforehand. When you collect the keys you will be given a minibus hire form and also a minibus checklist sheet. The hire form needs to be filled out after the journey whereas the checklist needs to be filled out before you leave. Please ensure that both of these are returned without issue when you return the hire keys.

### Checks

A number of checks will have to be undertaken before you use of the vehicle. This is to not only ensure that there are no faults or damages to the vehicle beforehand but also to make sure that if there are that we do not wrongly charge the wrong student or staff. The driver of the vehicle must go through this checklist before they set off and notify the Student Activities office immediately should there be any issues whatsoever. You should phone **01895 266061** and we will do our best to make sure one of the Student Activities team can assess the damage beforehand. If we feel that the damage is sufficient enough to warrant keeping the vehicle off the road we will let you know. If you feel that the condition of the vehicle is unsatisfactory and a danger to drive please contact Student Activities asap, and do not set off in the vehicle.

If your vehicle has been hired externally they will have been checked before Student Activities have signed for and therefore you should not have any issues that the office hasn't already been made aware of. If you do feel the state of the vehicle differs after doing your own pre-checks then please use the same numbers as above to get in contact with Student Activities and we will assess this further. You must ensure with externally hired vehicles that all the elements of safety are within the vehicle (first aid kit, fire extinguisher) as well as important extras such as parking permits.



Please see below for the checks that need to be undertaken – these will be noted on a separate sheet when your hire begins and must be returned when your hire ends.

External Checks	Internal Checks
Windows & Windscreen Intact	Permits & Tax Discs
All Windows Intact	Fire Extinguisher & First Aid Kit
Tyre Tread & Pressure	No Internal Damage
Doors Open & Close Properly	Brakes Work
No Bodywork Damage	
All Lights Working Properly	

If you fail to perform these checks and the vehicle returns in a condition different to what has been previously reported, we will have no choice but to believe that it was your use of the vehicle that resulted in the condition. The driver or organiser will then be sanctioned as per the details in this handbook.

### Driver's Responsibilities

It is important that we reiterate that the driver must meet a series of UK guidelines for driving, which must be adhered to at all times. These guidelines can be seen below:

**Alcohol:** Drivers must not consume any alcohol or drugs prior to driving. The driver must also ensure no one in the vehicle is consuming alcohol or drugs during the drive.

**Driving on Campus:** the driver must obey the speed limit on the campus loop roads. If the University Security observe or catch anyone on camera disobeying the speed limit, they will be fined.

**Watching their Speed:** Drivers must observe speed limits at all times. All minibuses will be fitted with a speed limiter, which will restrict the vehicles to a maximum speed of 60 MPH or 62 MPH (dependent of vehicle). The driver must assure that they do not use speed restricted vehicles in the 3<sup>rd</sup> lane of the motorway. Drivers will be held responsible if they are caught speeding in any of the Union or externally hired vehicles.

**Passengers:** it is the driver's responsibility to ensure that the passenger limit is not exceeded. This means one passenger per seat. The driver must also remind all passengers that they must behave in a responsible manner for the entire duration of the journey.

**Seat Belts:** it is a legal requirement for everyone in the vehicle to wear a seat belt for the entire duration of the trip. The driver must inform all passengers to wear a seat belt, and must check all passengers are doing so prior to starting the vehicle. The driver holds to the responsibility to ask any passenger to leave, if they do not comply with this. If the vehicle is stopped, and passengers are found without seat belts they will be held individually responsible and charged by the police.

**Safe Loading:** any equipment carried in a minibus must be securely fastened, so that it will not cause any injuries if the driver has to break suddenly.





**Breaks:** the driver must not drive for long periods of time without a break. More than 2 hours, without a 15-minute break, or more than 4 hours without at least an hour break. It is important that an individual does not drive for more than 8 hours in one day. This is reduced to 4 hours if they individual is also playing that day. Make sure there is more than one licensed driver on long journeys.

**Damage to Buses:** if the vehicle is damaged whilst in your possession, you need to be aware that cost of repairs will be charged to the group hiring the vehicle.

Please complete the '**Accident and Incident Reporting**' form, which can be found on the Union website, if there is any damages, bumps or scuffs occur on the vehicle.

**Mobile Phones:** mobile phones must not be used at all whilst driving Union vehicles. Failure to comply will result in fines and a disciplinary.

If there are any queries with any of the above, please let Student Activities office know.

Aside from the guidelines above, the responsibility for all fines and charges come down, ultimately down to either the driver or the individual that organised the vehicle. The Union is not responsible for any tickets, and the club/society budget **will not** be used to settle these. The tickets will need to pass on to the driver and/or organiser to ensure these are paid in sufficient time or appealed.

N.B. The Union **will not** be dealing with any payments like the previous years. The ticket must be picked up within the week it was issued, and dealt with by the club. If reminder notifications are received, the club will be given a warning and if this continues then consequences will follow – i.e. training cancelled and/or no transport allocations (dependent on location of next fixture). Please see below the tickets and charges that the driver must be responsible if issued:

### **Passenger Etiquette**

**Irresponsible behaviour:** Fines will be issued for passengers found to be behaving irresponsibly (behaviour that may cause distress or danger to other passengers or the driver), and not following instruction of the driver (if it is deemed a punishable offence).

**Seat belts:** All passengers must wear seat belts. If the police stop a vehicle, and adult passengers are found not to be wearing seat belts, they will be held individually responsible and will be charged by the police.

**Smoking:** The vehicles are no smoking zones. Any evidence of such will result in the guilty parties being fined. Where the guilty party is not easily identifiable, the group who has hired out the bus will be fined.

**Drinking:** No drinking of alcohol is allowed on the bus. Any evidence of such will result in the guilty parties being fined. Where the guilty party is not easily identifiable, the group who has hired out the bus will be fined.



### Parking Tickets

There are minibus bays available for the *Union minibuses only – these are the Team Brunel branded 9 seater*. When you park any other hire vehicle on campus, you must put a hire hanger in the windscreen. It is the driver's responsibility to put a hanger in the windscreen when parking on campus. The driver is responsible for any parking charges incurred within the two working days\* following hire that are issued as a result of their failure to put a hanger in the window.

\*2 working days following hire = if the vehicle is hired on a Wednesday, two working days would be Thursday and Friday until 5pm. If the vehicle is hired on a Saturday, two working days would be Monday and Tuesday until 5pm.

There should be a hanger in the vehicle at the time of hire, but please check before setting off. In the unlikely event of there not being a hanger in the vehicle, please return to the Student Activities office before leaving and we will provide you with one. This driver will be responsible for any charges incurred as a result of not having a hire hanger in the vehicle as per the above.

Parking tickets issued to vehicles are the driver's responsibility. The Union will not be liable for parking tickets issued on campus or issued elsewhere. The 2018/19 season saw a significant increase in parking tickets issued to students. The driver and/or passengers must be vigilant, and check all parking signs where they are parked – appeals will often not stand if there are visible parking notices in the area. Individuals will be responsible for paying any admin charges into club's account, when parking tickets are issued.

The university parking system is changing as of 1<sup>st</sup> September 2021. There will be a paperless permit system replacing the old system. The Union leased vehicles (Union branded 9-seater) will be registered with the university, so you will be unlikely to receive a parking tickets on campus, but the university reception can be consulted if issues do arise. All other vehicles will have to remain with the old 'hire sign' process – hire hangers must be place on rear view mirror when parked on campus. Failure to display these signs will result in a parking fine, and an additional admin fee which will be the responsibility of the driver.

### Speeding Tickets

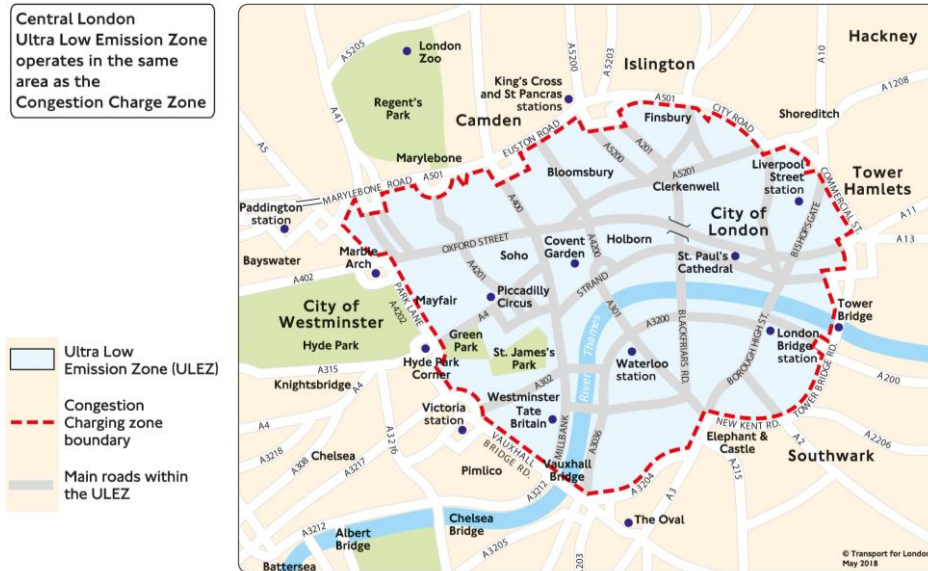
The speeding tickets will again be the responsibility of the driver. They must arrange for payment and all relevant documentation to be sent off. If the offence occurs in a Union vehicle, the offending individual's details will be sent to the lease company, therefore removing liability from the Union. If this is an externally hired vehicle, the driver will be required to pay the admin fee issued by the hiring company, as well as the cost of the speeding fine.

**N.B:** any speeding tickets issued on your driving licence may impact your ability to drive under the Union insurance. If this is the case, then please let Student Activities know ASAP.

### Congestion Charge

The Ultra-Low Emission Zone (ULEZ) for Central London came into force as of 8<sup>th</sup> April 2021. This means that certain vehicles will be required to pay an additional charge on top of the daily Congestion Charge if they wish to enter Central London. If you see the map below, we would be

reluctant to allocate students vehicles to travel to destinations that fall in the congestion zone (see amendments to allocations above). However, the driver is responsible for paying the correct amount prior to their journey. If they fail to do so additional penalties may occur; these are the responsibility of the driver also.



### Dartford Crossing

Similarly to the Congestion Charge, the driver or organiser is liable for all charges if your journey takes you via this route. Please note – you cannot pay at the barriers anymore and therefore must arrange to make payment online. Failure to do so will result in a larger charge, which must be covered by you.

The link to make the payment is here - <https://www.gov.uk/pay-dartford-crossing-charge>



Refuelling

All Union minibuses are diesel engines and failure to fill up accordingly can result in not only a fine but also further damages to the vehicle. Some of the vehicles that we hire from external companies are not diesel, so please ensure that you check prior to filling up. If you accidentally fill up with the wrong fuel please inform Student Activities as soon as possible.

All externally hired vehicles will need to be returned to the fuel level that the vehicle arrived with. **There are no exceptions.** However, please do not refuel excessively. If you know that you do not have enough money to cover you must visit the Finance Office and arrange for money to be taken from your club / society account in advance in order to fund this. The office will only accept signed proof from Student Activities for this expenditure and it will only cover the cost of the fuel receipt.

With the new hire company, the refuelling charge is the pump price plus 30%. There will be stricter processes with the refuelling charges. There were fines in place, which haven't been strictly administered in previous years. Due to the increased costs from the new supplier, please be aware that we will be following these sanctions this year.

Please see below the actions that will be taken if the vehicle isn't refuelled:

*Fines for clubs/societies not refuelling*

Offence	Fine – First Offence	Fine – Second Offence	Action Taken
Not returning vehicle with the correct amount of fuel	£25	£50	Club/Society ban after 3 <sup>rd</sup> offence

**Driving 'Green'**

- Easy does it: drive smoothly, accelerate gently and read the road ahead to avoid unnecessary braking.
- Decelerate smoothly: when you have to slow down or to stop, decelerate smoothly by releasing the accelerator in time, leaving the minibus in gear.
- Rolling: if you can keep the minibus moving all the time, so much the better; stopping then starting again uses more fuel than rolling.
- Change up earlier: try changing up at an engine speed of around 2,000 rpm in a diesel minibus or around 2,500 rpm in a petrol minibus.
- Turn it off: electrical loads increase fuel consumption, so turn off your heated rear windscreen, demister blowers and headlights, when you don't need them.
- Stick to speed limits: the faster you go the greater the fuel consumption and pollution. Driving at 70mph uses up to 9% more fuel than at 60mph and up to 15% more than at 50mph. Cruising at 80mph can use up to 25% more fuel than at 70mph.
- Don't be idle: if you do get caught in a queue, avoid wasting fuel – turn the engine off if it looks like you could be waiting for more than three minutes.
- Check tyre pressures: A 2-psi drop in pressure can increase fuel consumption up to 3%.



## **Driving on Campus**

Whilst on campus, you must be aware of the various University rules in regards to driving and parking. Should you be seen as failing to do so, you will be charged by the University and may face further disciplinary action by the Union.

### **Damages and Incident Reporting**

From September 2022, we will be introducing a new damage and incident reporting system. The past season has shown an increase in damages to Union and external vehicles. While providing an email me form, for students to declare any 'bumps and scraps' they may pick up on their travel, we can attempt to keep track of any significant damage – and therefore cost.

Damages and Incident Reporting Form can be found here -

<https://www.emailmeform.com/builder/form/55g0dH61rMa4nQ4mc0eL>

This will also be listed on the resources page of the union website.

### **Damage to a Vehicle caused by Driver**

If the damage caused to the vehicle can be attributed to the driver, they will be held responsible for it by The Union. This also covers putting petrol in diesel vans and damage caused by empty fuel tanks. If you notice damage before the start of hire and do not make Student Activities aware of this we will hold you responsibility for any damages upon its next inspection.

### **Damage caused by passengers**

Passengers causing any damage to the Minibuses will be fined and where individual blame can be placed we will do so. If it is impossible to blame just one individual, we will have no choice but to blame the entire group and you will have to cover the costs between the groups if one person does not own up. Costs of the repairs may be charged to the group hiring the bus (normally internal damage) or to the driver (where it can be shown to be their fault). Admin costs may occur from external companies for the charge of valeting and then additional payment would need to be made to cover both this and the valeting charge.



### In case of Accident

Please follow the steps below:

1. The law requires you to stop if there is injury or damage to any person, vehicle or property including animals such as dogs and horses.
2. Make sure you and all passengers are safe.
3. **DON'T** accept liability for the accident.
4. Call police if appropriate. Record the name, number and station of attending officers.
5. Take photos of the vehicles/damage to all vehicles.
6. Take witness details and contact details.
7. Take contact details, registration and insurance details of all parties involved. If you believe the driver is uninsured or stolen, please photograph the driver, if safe to do so.
8. Write down details of the accident.
9. If you need towing, seek breakdown details overleaf.
10. Contact Student Activities on **01895 266061** or **07393 866708** if appropriate.
11. **Make sure to hand in your vehicle hire form and any supporting statements no later than 24 hours later to Student Activities.**

### In case of Breakdown

- Contact Student Activities on **01895 266300** or **07393 886708**
- Call RAC on **08448 913809** (24 hour hotline) or **0844 800 1980** (Kendall Recovery Service) – please note the registration of the vehicle and our name (Union of Brunel Students)
- If you are getting towed, IF possible get the minibus to: **Car Care Service Centre, Chesterfield Way, Hayes, UB3 3NW** where it can be repaired. If out of hours, leave it on their forecourt and put keys through the letter box. If not, return to the minibus bays at Brunel and return keys to the letterbox at the Unions annex or to Locos Bar.

### Return of keys

Once your hire of the vehicle is done, you must return the keys straight away. Failure to do so may result in a fine as keys are often needed in a short space of time e.g. on Wednesdays they **MUST** be returned as they will either be used on the SSHH bus service or returned at 9am to the hire company. If we find that you are using a Union vehicle to run any errands or trips that do not directly link to your hire use then you will face questions and the possible temporary ban on using any vehicles.

Keys need to be returned to the drop box in the security office, as soon as you return to campus.



Fines

Offence	Fine – First Offence	Fine – Second Offence	Action taken
<b>Accident – resulting in insurance claim (driver’s fault)</b>	£100	£100 And Banned	Banned
<b>Damage to vehicle external or internal through other faults (e.g. leaving vehicle dirty)</b>	£100	£100 And Banned	Club/Society ban after 3 <sup>rd</sup> offence
<b>Not returning vehicle with the correct amount of fuel</b>	£25	£50	Club/Society ban after 3 <sup>rd</sup> offence
<b>Failure to use vehicle for correct booking or the return of keys late</b>	Cost of additional day(s) hires	Cost of additional day(s) hires	Club/Society ban after 3 <sup>rd</sup> offence
<b>Speeding fines or parking tickets issued</b>	Full payment of ticket & admin fees (if applicable)	Full payment of ticket & admin fees (if applicable)	Club/Society ban after 3 <sup>rd</sup> offence
<b>Loss of keys or any other minibus items</b>	Cost of Replacement	Cost of Replacement	Club/Society ban after 3 <sup>rd</sup> offence
<b>Evidence of smoking or drinking in the vehicle</b>	Banned	Banned	Banned

Due to the significant financial lost, and total disregard for responsibilities in the 2019-20 season, the Union will be strictly enforcing all the above fines.



## Reimbursement Procedures

For all travel cost reimbursements, whether this be petrol or train fares, the students must complete the sports club petty cash forms. These must include all the following details and evidence:

- Name (of individual receiving the reimbursement)
- Student Number
- Date they used vehicle/Date they travelled to fixture
- Where they travelling to
- The fixture they were playing
- A VAT receipt (NO photos/photocopies of receipts)
  - Only if used a hire vehicle
- Mileage + print out of map to location
  - Only if used own vehicle
  - 20p p/mile

Once all details are filled out on the petty cash form, these will need to be countersigned by a committee member and then handed into the office to be coded and signed off by a member of the Student Activities team.

As of September 2022, there will be some changes to the reimbursement process and these will fit in alongside the current guidelines.

### Reimbursement Time Frame

CLAIMS SHOULD BE MADE **WITHIN 4 WEEKS** OF THE TRAVEL DATE. LATE CLAIMS WILL BE REFUSED.

This is so we can keep accurate track of the club/society budgets; and, avoid overspending.

### Petrol

The reimbursement for petrol is dependent on the vehicle the individual drives: Union/external hires or own vehicle.

Union/External Hires – the petrol amount will be reimbursed in full, if the petty cash form is filled in correctly and if a VAT receipt is attached to the petty cash form. If a VAT receipt is not obtained by the individual refuelling the vehicle, then you must contact Student Activities ASAP so we can advise further. All vehicles must be refuelled, but this need to be done in moderation and not excessively.

Personal Vehicle – students will be able to claim 20 p/mile. They will just to print out a map (Google Maps or AA Route Planner) which clearly shows miles to destination.





### Train/Bus Tickets – TFL or National Rail

If vehicles are not allocated to a club or society, and the decision is made for them to travel via TFL or National Rail services, the student must be aware on the caps on the reimbursement with these services.

National Rail – students will need to keep receipts for proof of payment and these must be handed in with the petty cash forms after the date of travel. The reimbursement will be capped at the price of a 16-25 rail card ticket (if the travelling student is eligible for this card due to their age). Therefore, if the student does not own one of these, and pays full price, the Union will only reimburse the cost of the 16-25 rail card ticket. If Group Saver tickets are a viable option, and make the tickets cheaper for all involved we can organise reimbursement for this.

**N.B:** We will not reimburse First Class tickets if these are brought.

TFL – when using contactless cards or oysters on TFL services, the student must provide a print out of their TFL account. This will dictate the prices for the journeys made on the day of travel. We will reimburse the full amount, or the daily capped amount if the amount reaches this. This is £12.80 for all travelling anywhere between Zone 6 and Zone 1.

### Taxis

Any students looking to use taxis will need to get these pre-approved by Student Activities.

**N.B. We will not reimburse UBERs.**

### Coaches

Any travel by coaches will be authorised and booked by Sports Admin.

If you have any questions about any of the information within this handbook, please pop in to speak to the Student Activities department or email; [student.activities@brunel.ac.uk](mailto:student.activities@brunel.ac.uk).