

UK BIOBANK PARTICIPANT TRAVEL EXPENSE CLAIM POLICY

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

If you attend a UK Biobank assessment centre appointment, 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.

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

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

General

- An expenses claim form will be given to you at the end of your visit.
- Please keep your travel receipts/tickets and attach them to your claim form.
- Please ensure that all claims are made within three months of attending your assessment.
- Payment will normally be made within 28 days of receipt of claim.

Please call our Participant Resource Centre free of charge on 0800 0 276 276 (Monday to Saturday 8am to 7pm) if you have any questions about travel expenses.