

## 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.

### How to claim:

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. Please hand your completed form, and travel receipts, to the Receptionist at the assessment centre or send it via post using the freepost envelope provided. Alternatively, if your return envelope is lost or damaged, claims can be sent to: UK Biobank, Units 1-2 Spectrum Way, Stockport, SK3 0SA but postage will be required.

**As part of our COVID-secure measures, we will pay your travel expenses directly in to your bank account. Please provide us with your bank details, as indicated overleaf, and we will let you know once payment has been made.**

We are able to reimburse the following travel expenses:

### 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](http://www.splitticketing.com) to find out more.

### 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.

### Taxis -

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

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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, 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](mailto:ukbiobank@ukbiobank.ac.uk)**