

Bayesian methods for ecological and environmental modelling

# Reimbursement policy for training on 22-26 January 2024 & 18-25 March 2024

We would like to acknowledge the funding from the Natural Environment Research Council, which enables the training to be offered free of charge and also the reimbursement of travel costs.

As these are public funds, we need to be prudent in the way we spend money on travel costs.

Please **do not book your own accommodation**, as UKCEH will make a group booking.

1. **Sustainability:** we expect you to use the most sustainable mode of transport. In most situations that should be walking, cycling, train and bus.  
We are willing to reimburse a higher cost if this results in a more sustainable mode of transport.
2. **All travel reimbursements will be capped at £150 per person.**  
We will have fair arrangements and fair levels of reimbursing costs for those traveling from remote corners of the UK, i.e. if you can prove that the ticket you purchased was the cheapest option for your journey, we will reimburse that ticket cost in full.
3. We expect you to **book your travel as soon as you have been awarded a place/** as soon as the timetable is available, to ensure the lowest cost train fare.
4. If you are a PhD student or 60+, we expect you to buy your rail ticket using a **railcard** (1/3 off), if the cost of the railcard + reduced rail ticket is less than the cost of a regular rail ticket. If you buy a railcard between being awarded a place and the day of travel, we will reimburse you £10 off the cost of your railcard.
5. You must provide electronic copies of all travel expenses you would like reimbursed and use the claim form provided. All reimbursements will be via bank transfer to your nominated bank account.
6. We expect you to book **2<sup>nd</sup> class rail fare**, unless there is a specific reason to book 1<sup>st</sup> class (e.g. a medical condition)
7. We will only reimburse you for the travel you indicated at the application.
  - a. If you said you will travel from Newcastle to Edinburgh, we will not reimburse travel from York to Edinburgh.
  - b. If you said you will travel by public transport, but then travel by car, we reserve the right not to reimburse you at all.
8. We will reimburse your travel cost **after you attended the event**. If you do not attend, we will not reimburse your travel costs.
9. We expect you to choose the training **venue that results in the lower travel cost**. If you choose to select a training venue that results in a higher travel cost, we reserve the right to only reimburse you the cost equivalent to the cost for the nearer training venue.
10. We will not reimburse total travel costs under £20 to keep the administrative cost down.

11. We will reimburse **daily commuting costs** for people living reasonably close to the training venue and therefore not requiring accommodation. We will not reimburse your daily commuting costs if you work/study very close to the training venue, e.g. you are working/studying on the Bush Estate in Edinburgh or Howbery Park in Crowmarsh Gifford.
12. We will reimburse **taxi fares** from Cholsey Station to Wallingford on arrival/departure day only.  
If at least three learners are sharing a taxi, we will also reimburse taxi fares from Didcot Station to Wallingford and Reading station to Wallingford and Edinburgh Haymarket to UKCEH Edinburgh on arrival/departure day only. (if you give us consent to share your details, we will encourage you to arrange taxi sharing)
13. We will only reimburse plane fares for learners travelling from Northern Ireland. Even if travelling from Northern Ireland, please consider the option of using a ferry.
14. If it is essential/ reasonable to travel by car, we will reimburse you at 25p/ mile and 5/p per passenger for up to three passengers

If you have any further questions about the reimbursement policy, please contact Dr Ingo Schüder via [UKCEHtraining@ceh.ac.uk](mailto:UKCEHtraining@ceh.ac.uk)