

Tenant Academy

Travel expenses support



Here at The Tenant Academy we want you to be able to access our **FREE** courses and training, for **FREE!**

If you've booked on any Tenant Academy training courses and need to use public transport to get to them, you're able to get the cost of the fare repaid to you.

You need to be a Nottingham City Homes tenant or leaseholder and complete an expenses claim form and provide your receipts.

A summary of the travel allowances, which may be paid, is below.

| Expense type | Guidance | Evidence |
|---------------------------------|---|---|
| Public transport | The cost of tickets to travel within the city boundary will be refunded. | Customers should complete the Expenses Claim Form and submit with travel tickets. |
| Car Mileage | The cost of travel to and from home (within the city boundary) can be claimed. Mileage is paid in line with the NCH company expenses policy. | Customers should complete the Expenses Claim Form. |
| Taxi fares / Dial a Ride | Can only be claimed when a customer is unable to use a car or public transport due to reasons of disability or vulnerability, or <u>when a meeting is scheduled to finish later than 7pm.</u> | Customers should always book taxis in advance via a member of the TLI team (and/or designated NCH officer) as NCH has an account with a local taxi firm. For privately booked Dial A Ride journeys, customers should complete the Expenses Claim form and submit with their receipt. |
| Car parking fees | Reasonable parking fees may be claimed for the duration of the meeting. Fines and release fees due to overstaying or parking offences cannot be claimed. | Fees will be paid if agreed in advance with the TLI team. Customers should complete the Expenses Claim Form and submit with their ticket. |

To request your Expenses Claim Form please call 0115 746 9100 or email involvement@nottinghamcityhomes.org.uk