



Women in Prison
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MASS LOBBY OF PARLIAMENT – Expenses Policy

We are encouraging partner organisations to be represented by staff and individuals affected by the criminal justice system at the forthcoming Mass Lobby of Parliament on Wednesday 26th June 2019. With thanks to the Barrow Cadbury Trust we are able to reimburse travel expenses.

Due to a limited budget we are offering to reimburse the travel costs of any Women's Centre/hub representative (staff, volunteer, trustee) and any individual that has been affected by the criminal justice system.

Please contact WIP's Campaigns & Public Affairs Manager claire.cain@wipuk.org if you would like to seek clarification as to whether you are eligible to claim travel expenses. If you would like bring (and therefore claim expenses for) more than 5 representatives please contact Claire to ensure we are able to cover this cost.

Women in Prison will reimburse reasonable transport (train, bus and other public transport) costs, and necessary mileage costs at Inland Revenue approved rates of 40 pence per mile. We urge you, in order to keep costs low, to book your travel in advance. If possible please book refundable tickets (unless these are significantly more expensive). Please note we will not reimburse first class travel, or flights.

Please contact Claire if you would like to discuss accommodation costs this may be possible for those travelling a significant distance. Please note we are not able to reimburse other costs such as lunch but food and drink will be provided for free at the Emmanuel Centre on 26th June.

PROCESS FOR EXPENSES:

If a women's centre or support service –

- 1) Please claim your travel expenses after the event on Wednesday 26th June. Please contact us if you would like to be reimbursed sooner.
- 2) Please send an invoice for all expenses to finance@wipuk.org
- 3) We will also require all receipts, either scans or originals, to support any invoice
- 4) Please ensure that all participants in which you are claiming travel are registered to attend. You can register here: <https://www.womeninprison.org.uk/news-and-campaigns.php?s=2018-12-19-mass-lobby-of-parliament> (It doesn't matter if names change we just need the numbers to match up)

If an individual who has been affected by the criminal justice system –

- 1) If you attend a women's centre, support service or are connected to another organisation it may be easier for that service to purchase your ticket and invoice WIP, but if this is not possible no problem at all, please ensure you are registered to attend, you can register here: <https://www.womeninprison.org.uk/news-and-campaigns.php?s=2018-12-19-mass-lobby-of-parliament>
- 2) Please email finance@wipuk.org or send a letter marked Freepost WOMEN IN PRISON (you do not need a stamp) with your name and contact details so we can call you to arrange payment. You need to include any receipt (or photo, or scan of the ticket or receipt).
- 3) We will reimburse individuals in advance of the 26th June. In exceptional circumstances we will reimburse an individual's travel on the day but this needs to be arranged in advance. Please contact claire.cain@wipuk.org or call our office on 0207 359 6674 to arrange.