

Travel Subsidy Terms and Conditions

Who is eligible?

Groups of young people making Education Visits to the UK Parliament from UK constituencies **may** be eligible for a travel subsidy to help support the cost of travel to and from London.

Level of Subsidy

The level of subsidy will be determined by the Travel Subsidy Band into which the group falls. The allocation of constituencies to Travel Subsidy Bands is non-negotiable. [Groups can see which band they fall into here.](#)

The level of subsidy in each band is as follows:

- Band A: not eligible
- Band B: 50% of receipted travel costs, up to a maximum claim of £800
- Band C: 75% of receipted travel costs, up to a maximum claim of £1600

Eligibility criteria

- 1) Groups must be booked on one of the following activities:
 - Visit booked via UK Parliament's Education and Engagement Service
 - School tour booked via Democratic Access Tours office by your school's local MP**N.B. Informal tours delivered directly by MPs, Members of the House of Lords or their staff are not eligible.**
- 2) Groups must be from a state-funded or other eligible institution see [AppendixA](#). An eligible group may apply for a travel subsidy towards the reasonable, actual travel costs (e.g., train or coach fare) which it incurred in travelling to and from London for its Education Visit to UK Parliament. We expect that groups arriving in London by train or by plane will use public transport to get to the Houses of Parliament. If this is not possible or if this is not the most cost-effective method of transport, please explain why when you send us your claim. If you would like to speak to us in advance of booking your trip, please contact us at engage@parliament.uk
- 3) Groups must be visiting from a constituency within Band B or C of the [Travel Subsidy Bands](#).
- 4) Groups **must not** have made a claim for subsidy for a visit in the current financial year (1 April – 31 March)

- 5) The group must consist of young people between the ages of 5 and 18, as set out in the terms and conditions for Education Visits.
- 6) Third party organisations arranging visits on behalf of schools will be subject to the same annual caps as schools booking directly with the Education and Engagement Team - maximum 108 people per year per booking school or organisation. Payment for any Travel Subsidy will be made directly to the third party educational organisation booking the visit.

Terms and conditions

- 1) Visits will not be eligible for subsidy where groups request to finish a session early. Please ensure when booking, that you select a visit type which will allow you to attend the whole session.
- 2) An eligible group may apply for a travel subsidy towards the reasonable, actual travel costs (e.g., train or coach fare) which it incurred in travelling to and from London for its Education Visit to UK Parliament.
- 3) *Actual travel costs* are the amount of money paid, after any applicable discounts, refunds or other reductions, for the sole purpose of the group's return travel from a band B or C constituency to UK Parliament.

Actual travel costs do not include, and no subsidy is available for, individual journeys to reach the group at the start of the trip (or at any other point), refreshments, accommodation or journeys within London for any purpose other than the Education Visit.

- 4) The Education Visit to UK Parliament must be the primary purpose of the trip. While groups may choose to take part in other activities during the trip, travel costs which relate to those activities will not be subsidised and must not be included in the claim.
- 5) An Education Visit must be booked directly through the UK Parliament or local MP's office in accordance with the terms and conditions of these services. Visits which are eligible for a subsidy remain subject to those terms and conditions at all times.
- 6) Eligibility for a subsidy does not confer any additional rights or priority.

Claiming a subsidy

Upon booking an Education Visit, eligible groups will receive email confirmation of their booking(s). The main booking email will contain a link to an online subsidy claim form to be completed and printed off after your visit prior to posting to us. If you have multiple visit sessions booked on the same day, you will be asked to provide the main booking reference number along with reference numbers for any other sessions.

After the visit has taken place, the lead contact should complete and return the Travel Subsidy claim form together with all necessary proof of actual travel costs.

Payment of a subsidy will only be made following internal confirmation of the visit and after the scheme administrator has received:

- A fully completed claim form from the group
- Original receipts or invoices for travel costs incurred by the group. Credit card receipts should be accompanied by proof of details of travel, such as tickets or invoices.

These documents must be received no later than **60 days** after the visit. Claims received after this time will not be processed.

It is the group's responsibility to claim the subsidy and to provide all necessary paperwork within the time limit. Failure to provide the required documentation with the time limit will result in claims being refused.

Compliments, Complaints and Comments

If you wish to contact us with feedback regarding the process of applying for Travel Subsidy, please follow the link [here](#) and select the appropriate action.