

Free Tickets and Travel

This year, tickets are free, and we will reimburse reasonable UK travel expenses.

Please book travel as far in advance as possible and retain all tickets and receipts. Please choose the cheapest, viable form of travel.

To minimise administration, we strongly encourage **schools to submit a single travel claim for their entire group.**

Schools should submit one expense form detailing:

- School name
- Number of students and staff attending
- Departure station(s)
- Total amount being claimed
- Copies of any relevant tickets, receipts, invoices or travel evidence

Reimbursements will be paid directly to the school, which can then reimburse individual students where appropriate.

Individuals not travelling as part of a school group should submit their own expense form and supporting evidence.

FAQs

What travel costs can be claimed?

You can claim reasonable public transport costs incurred in attending the event, including rail, London Underground, Overground, Elizabeth line, and bus travel.

We are bringing a large group. Can we submit one claim for everyone?

Yes. We strongly encourage schools to submit a single reimbursement claim covering all students and accompanying staff wherever possible. This helps us process claims more efficiently and ensures prompt reimbursement.

Can schools purchase tickets on behalf of students?

Yes. We encourage schools to book group travel wherever possible and submit a single reimbursement claim.

Can Oyster and contactless journeys be claimed?

Yes. Travel paid for using Oyster or contactless payment can be reimbursed.

How should schools claim for students who use Oyster or contactless?

To reduce administration, schools should submit a single claim covering all attending students and staff. Students should provide evidence of their travel costs to their teacher, who should include these within the school's claim.

What evidence is required for Oyster or contactless travel?

A screenshot of journey history, an online account record, a receipt, a bank statement entry, or other evidence showing the date and cost of travel is acceptable.

What if students travel independently?

Students travelling independently but attending as part of a school group should provide evidence of their travel costs to the teacher. The teacher should then include these costs within the school's reimbursement claim.

Can we claim for accompanying teachers?

Yes. Reasonable travel costs for teachers accompanying students may be included in the school's claim.

Can we claim for coach travel?

If coach travel is more cost-effective than rail travel, schools may claim the cost of coach hire. We strongly encourage you to opt for the most economical form of transportation. Please contact christina@forarthistory.org.uk in advance to discuss this. Please retain the invoice or receipt.

Can we claim for travel by car?

Yes. We can reimburse travel by car or car share at 55p per mile, plus reasonable parking costs, where this represents the most practical and economical travel option. Please provide details of the journey and any parking receipt.

Can we claim for taxi travel?

Taxi fares will not normally be reimbursed. We may consider them in exceptional circumstances, such as accessibility requirements or where no suitable public transport option exists. Please email us to discuss.

What costs cannot be claimed?

Food, accommodation and other incidental expenses cannot be claimed.

What if our students are travelling from different locations?

Students travelling from different locations may still be included within a single school claim. Please provide details of the relevant journeys and costs.

When should claims be submitted?

Submit claims **in advance where possible** and within **three weeks following the event**.

When will reimbursements be paid?

We aim to process claims as quickly as possible after receiving a completed expense form and supporting documentation – usually within a week.

Any questions, please email: Christina@forarthistory.org.uk