



## **Support with Travel Expenses for Peer Supporters Experiencing Financial Hardship Policy**

### **Introduction**

Treasure Chest York aims to make our breastfeeding peer supporter training courses and volunteering opportunities as accessible as possible. If a potential peer supporter feels unable to apply for a place on our training course because financial hardship prevents them from affording to travel to sessions; then consideration can be given as to whether Treasure Chest may be able to provide appropriate financial assistance. This policy may also be applied to existing peer supporters who are prevented from volunteering at a group by inability to pay their own travel expenses.

### **Purpose**

The key purpose of this policy is to allow Treasure Chest York's volunteering opportunities to be as inclusive as possible. The policy aims to allow people who would otherwise be unable to volunteer due to difficulties meeting travel expenses to be able to do so.

### **Implementation**

Travel expenses assistance would be full or partial reimbursement of travel costs for public transport or a mileage allowance of 20p per mile for fuel. In the first instance we would encourage the most economical transport options including walking or car sharing wherever practical. When this is not possible, the procedure follows;

1. A confidential application can be made using the attached form which asks for details such as the anticipated travel costs and a brief summary of why assistance is requested.
2. The Core Committee will then consider the request carefully and will take into account the costs, current available funding and whether additional peer supporters are needed at that particular group or not.
3. A travel budget offer will be made in the event that some funding is available. This will normally cover a percentage of, or the full costs, for a set number of trips to be paid in a lump sum.
4. If you receive this financial support and later are not able to meet the commitment agreed in terms of sessions attended the unused budget would be paid back by the beneficiary. Equally if your financial circumstances change during the period and you no longer require the assistance, this must also be paid back to Treasure Chest.
5. Your application for financial support will be kept completely confidential and only made known to members of the Core Committee.

### **Responsibilities**

The Treasure Chest Core Committee will consider and discuss the request as noted above.

It is the responsibility of individual peer supporters to familiarise themselves with this policy and to read and understand its content. Thus if a disclosure (that this policy may positively impact) is made to them - the peer supporter would know to refer the discloser to the Core Committee.

Date of last review: September 2019

Reviewed by: Helen Wyrill

Date of next review: September 2022



**CONFIDENTIAL**  
**Application Form requesting financial support for travel expenses**

Please read the Financial Hardship policy before completing this form.

<b>Name:</b>	
<b>Which support group do you require financial assistance to be able to attend:</b>	
<b>How much does it cost for you to travel to and from this group:</b>	
<b>How many weeks do you anticipate you will require financial assistance:</b>	
<b>Please briefly outline your reasons for requesting financial assistance:</b>	

Please email the completed form to [corecommittee@treasurechest.org.uk](mailto:corecommittee@treasurechest.org.uk) and we will aim to respond within 14 days.