



## Travel Booking Policy

### 1 Introduction

This policy sets out scholars' obligations when booking travel related to their awarded placement. All scholars are responsible for understanding and adhering to the policy and as such the policy should be read and understood prior to making any travel bookings.

Failure to comply with the policy may result in expenses not being reimbursed.

### 2 Purpose

This policy aims to:

- Provide clarity on placement related travel costs covered by the Trust
- Provide clarity on the process scholars must follow when booking their travel and the process for reimbursement
- Ensure that the Trust's charitable funds are used appropriately

This policy applies to all scholars undertaking a Pegasus Scholarship Trust , outgoing placement where travel costs are included separately to the stipend payment.

### 3 Cost of travel

The Pegasus Scholarship Trust is a charity and as such must ensure that funds are used appropriately.

Scholars must:

- Book their travel at the earliest opportunity once they have received confirmation of their placement dates, and no later than 6 weeks before the date of travel so as not to incur last minute travel costs.
- Endeavor to book the most cost effective, yet reasonable, flights possible for their destination. Whilst we appreciate that it not always possible to book the cheapest flight due to restrictions, comfort and availability we do ask that scholars remain within the below budgets where possible.
- Submit evidence of all travel bookings to the Trust
- Ensure adequate travel and health insurance is in place at the time of booking

We have outlined the following budgets for flights:

Placement	Budget (Return Travel)
Australia	£1,200
Bermuda	£1,000
Dubai	£650
ECHR	£300
India	£800
Malaysia	£1,000
New Zealand	£2,000
Uganda	£1,000
USA - New York	£800
USA - Washington DC	£1,000



If the cost of return travel is approaching or is estimated (based on current flight prices) to exceed the above defined budget, scholars are required to seek approval from the Trust before proceeding with any booking travel.

The Trust will cover the cost of:

- The scholars return flights/train (given the above restrictions) from United Kingdom to the destination of your placement.
- 1 piece of hold luggage (if not included within the basic ticket price).

The Trust will not cover the cost of:

- Additional baggage
- Flight or travel upgrades, for example:
  - Upgrades to premium economy, business class or first class
  - Specific seat allocation, including extra leg room seats (unless there is a medical need)
- Domestic travel whilst on placement, unless otherwise agreed
- Flights to/from locations not associated with your placement
- Charges incurred by last minute amendments to flight booking, as a result of personal preferences (i.e. changing dates or airport).
- Travel costs for anyone other than the scholar
- Travel and health insurance

If a scholar chooses to include any of the above items not covered by the Trust in their travel booking, the Trust will reimburse the amount of the flight cost only.

#### **4 Booking outbound and inbound flight separately**

If, due to the nature of the placement (i.e. uncertainty over of the end date of the placement), scholars are unable to book their inbound travel ticket at the time of their outbound travel booking, scholars must ensure that the total cost of their travel remains within the outlined budget.

Where two separate bookings are made, scholars must inform the Trust, prior to making any bookings.

#### **5 Extending stay at destination**

The Trust understands that scholars may wish to travel to their placement destination in advance of the start of their placement or remain in the destination for a short period of time once their placement is complete, for vacation purposes.

In these circumstances, the scholar must:

- Inform the Trust of the length of their stay in the destination, outside of their placement dates.
- Understand that it is their responsibility to obtain the appropriate visa.
- Ensure that the cost of return travel covered by the Trust, is not affected by extending their stay in the destination.



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### 6 Booking and Re-imbursement process

Scholars will be responsible for booking the travel associated with their placement, and in line with this policy.

Scholars are advised to look at flight comparison sites (such as Skyscanner, Google Flights, Kayak etc.) and remain reasonably flexible on dates, to ensure that cost effective flights are obtained.

Whilst scholars are requested to book the most cost-effective, reasonable flights, the Trust does not expect scholars to undertake unreasonably long journeys to reach their destination.

Scholars must submit full copies of all receipts, along with payment details, via the online expense claim form within 1 week of booking.

Reimbursements will be made via bank transfer within 28 days of receipt of expense claims.



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**Version control**

Version	Date	Amendment	Author
1.0	June 2024	Policy approved by PST Council	Georgina Everatt
1.1	April 2025	Updated to include new placements in Australia and Malaysia	Georgina Everatt