

## ASSESSMENT CENTRE – TRAVEL EXPENSES

Police Now will reimburse reasonable travel / hotel costs up to £100 to enable you to travel to your assessment centre. Please ensure you plan your travel in advance of your assessment centre allowing you enough time to arrive on time and benefit from advance booking savings.

Please see the table below for guidelines on what is considered as reasonable travel / hotel costs in line with our expenses policy. Details on what is considered an acceptable receipt is also provided below to enable your claim to be processed as quickly as possible. Please note, whilst photos of receipts are accepted, they must be clear and show the entire receipt and / or ticket.

Police Now reserve the right to amend or decline claims when travel was not deemed as reasonable or outside of our guidance. Please note, any questions regarding reasonable travel should be directed to your Graduate Recruitment Officer and also emailed to [selection@policenow.org.uk](mailto:selection@policenow.org.uk).

Mode of transport	Description	Receipts required
<b>Train / Bus</b>	<p>Wherever possible, choose the cheapest direct option available for your train / bus travel. Tickets purchased in upper / first class will not be accepted as reasonable travel.</p> <p>We encourage you to book in advance when you have confirmed the date of your assessment centre. Whilst we aim to run on time this is not always possible, please allow yourself enough time to travel from the AC venue to station to avoid missing pre booked travel.</p>	<p>If the ticket was purchased online, please provide a full expense receipt which shows the start destination and end destination of your journey, along with the full cost of your journey.</p> <p>If the expense receipt comes to your email, please provide a full PDF of the email as your receipt so that we have the full text of the email. On a computer, you are able to print an email to a PDF format. If on a phone, please take enough screenshots to include the entire text of the email.</p> <p>If the ticket was purchased at the station, please submit a clear and full picture of your ticket and a clear and full picture of your receipt.</p>
<b>London Underground</b>	Tickets will be reimbursed for travel directly to and from the assessment centre venue. If a	If purchased via an Oyster card, please register the Oyster card on the Transport for London

	<p>day travel card was purchased, you will be reimbursed for the equivalent cost of traveling to and from the assessment centres.</p>	<p>website and provide proof of travel via this option.</p> <p>If purchased via a contactless credit / debit card, please register this card on the Transport for London website and provide proof of travel via this option.</p> <p>If the ticket was purchased at the station, please submit a clear and full picture of your ticket which should include the price printed on the ticket.</p>
<b>Taxi / Uber</b>	<p>Taxi/ Ubers should not be used as a mode of travel unless there are exceptional circumstances. All locations are within walking distance of public transport stations/ stops.</p> <p>Wherever possible, public transportation should be chosen. If you need to travel via an Taxi/Uber, please speak with your Graduate Recruitment Officer to obtain approval.</p>	<p>Uber - Please provide a full PDF copy of the email which Uber sent as a receipt. This should include the map of the journey. On a computer, you are able to print an email to a PDF format. If on a phone, please take enough screenshots to include the entire text of the email.</p> <p>Taxis - Please provide a full and clear photo of the receipt you receive, and if not stated on the receipt, please state on your expense form the start and end points of the taxi journey.</p>
<b>Driving</b>	<p>We encourage the use of public transportation to attend our assessment centres. All assessment centres venues are accessible via public transport. If public transport is not possible for your route and you drove, please submit your mileage at 45p per mile from your</p>	<p>Please submit your mileage at 45p per mile from your starting address to the parking location (with a map of both directions of your journey as evidence rather than providing a receipt for petrol costs).</p>

	<p>starting address to the parking location (with a map of your journey as evidence rather than providing a receipt for petrol costs).</p> <p>Please note that we will not reimburse city of London congestion charge or London parking charges unless there are exceptional circumstances, as in the majority of these circumstances public transportation or train / bus travel should be used.</p>	
<b>Hotel</b>	<p>Wherever possible, please try to travel to the assessment centre on the day of the assessment. However, if you live more than 2 hours outside of the assessment centre, you may submit hotel costs as part of your claim.</p> <p>Please note that hotel and travel will cumulatively be reimbursed up to £100, so anything over that will be at the cost of the candidate.</p>	<p>Please provide a full receipt which includes the date of check in / check out and the location of the hotel.</p>

If you have any additional requirements or questions on travelling to our assessment centres please contact your Graduate Recruitment Officer or [selection@policenow.org.uk](mailto:selection@policenow.org.uk).