

## 1. Introduction

- 1.1 The 5 days of UCU strike action in March 2025<sup>i</sup> resulted in the cancellation of some timetabled teaching events. In some cases this may have been at short notice and the University may not have been able to inform individual students how this would affect them.
- 1.2 Where students have incurred expenses in travelling to the University's campuses to attend teaching events that were cancelled, the University will consider reimbursing some of the reasonable additional costs incurred.
- 1.3 This procedure note for students relates solely to the expenses incurred in relation to travel and attendance during the period of industrial action and does not relate to claims for compensation for loss of teaching.
- 1.4 This procedure sets out the type of costs that may be claimed, the basis on which the reimbursement is made and how claims should be submitted and will be processed.

## 2. Costs that may be claimed and the basis of reimbursement

The University will consider any claims relating to travel on days when industrial action may have affected your timetabled events. However, if *any* of your timetabled events took place on the day when you were affected by industrial action we will not expect to reimburse your costs for that day as these costs would have been incurred in any event.

- 2.1 You may claim reimbursement in relation to the following costs:
  - Reasonable transport costs to and from campus, from your regular term-time address, provided that they were not covered by season tickets or other existing arrangements that had been paid for in any case.
  - We will not reimburse travel costs for those who live in the same town as the campus in which your programme is offered; that is if you live in Canterbury during term time and travelled to the Canterbury Campus, or in Medway and travelled to the Medway Campus, we would not expect to reimburse your travel.
  - Incidental expenses incurred as a result of the inconvenience (e.g. child care) where they can be clearly shown to have been incurred as a result of the strike.
- 2.2 If you wish to claim reimbursement for any other type of cost you should clearly indicate on the claim form why these expenses were incurred and how they arose as a result of the strike action.

### 3. Submitting a claim

- 3.1 Claims should be made using the claim form available on the Student Expense Claims Page <https://student.kent.ac.uk/industrial-action/expense-claims> which you must complete in full, sign (can be electronic) and return along with any receipts to the University's Payment Office via email to [expenses@kent.ac.uk](mailto:expenses@kent.ac.uk)

You will also find a specimen claim form on the Student Expense Claims Page: <https://student.kent.ac.uk/industrial-action/expense-claims>

- 3.2 Full details should be provided of each cost incurred. You should state the date, nature and value of each cost. You should attach all receipts to substantiate your claim.
- 3.3 If your journey was made by car you may calculate mileage at a rate of 25 pence per mile. Only one claim may be made per vehicle, so if you car-shared with another student only the car owner/driver should make the claim.

### 4. Payment of claims

- 4.1 All claims will be checked to ensure they relate to students who had timetabled events that were cancelled and to validate the details of the expenses incurred.
- 4.2 All successful claims will be paid by BACS to the student's bank account, details of which (account name, account number and sort code) should be provided on the claim form.

### 5. Deadline for submitting a claim

- 5.1 Your claim should be received by **30<sup>th</sup> May 2025**. Claims received after that date will not be paid.

<b>Contact Name: Emma Rowland</b>
<b>Tel No: Ext 3618</b>
<b>Email: <a href="mailto:E.L.Rowland@kent.ac.uk">E.L.Rowland@kent.ac.uk</a></b>
<b>Date: 21<sup>st</sup> March 2025</b>

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<sup>i</sup> Week 1: 24-28<sup>th</sup> March 2025