

Bright Green Future expense policy

Bright Green Future (BGF) is a programme hosted by the [Centre for Sustainable Energy](#), which is a registered charity. BGF has a travel budget to reimburse (pay back) student transport and accommodation expenses for in-person events. We aim to support all our students as best we can and prioritise accessibility for everyone. However, as a charity, it is important that our expenses are modest and necessary.

This document aims to support students and parents/guardians with planning travel and accommodation for in-person events. BGF will reimburse student travel and accommodation in line with the policy below.

Bright Green Future will reimburse your travel and/or accommodation after the event takes place. This is so we can make sure the tickets/accommodation were used and didn't need to be refunded (if there was a last-minute change of plans for example).

Travel

Environmental sustainability is a core value of the programme. Travel to and from in-person events should be made on public transport wherever this is possible and practical. We encourage public transport as the most appropriate method of transport (e.g. coaches, trains).

We also encourage independent travel, as part of developing personal empowerment and resilience in our students. To support this, BGF staff can meet students at the local train station when they arrive for events. BGF staff can also walk with students back to the station at the end of events.

The exception to this is when overnight accommodation with a parent/guardian is required before an in-person event. In this instance we would also cover the travel expenses of the accompanying parent/guardian. More details on this are in the accommodation section below.

We want to make sure our students can get to these events in a way that works best for you. We are keen to chat to students and parents/guardians about which travel option is best, and the route you'll take. Please email bgf@cse.org.uk if you are planning travel and would like any help from BGF staff.

In certain circumstances, independent public transport may not be suitable for student accessibility, mental health or other reasons. In this instance, we are happy to discuss other options. This could include reimbursing the ticket of an accompanying parent/guardian for all/part of the journey, or reimbursing travel by car. Please email bgf@cse.org.uk if you have circumstances under which independent public transport is inappropriate.

Buying Tickets

Public transport tickets should be standard class and booked in advance. Please select an advanced single fare wherever you can, which tends to be lowest cost.

If you have a Railcard, please use it when buying the tickets.

We recommend using [National Rail](#) or [Trainline](#) for booking train tickets.

Coach tickets can be booked using [National Express](#) or [Megabus](#).

Accommodation

In addition to travel expenses, BGF will reimburse reasonable accommodation costs where overnight stay is required. We will reimburse one night's accommodation for the night before an event.

Accommodation will only be covered for students whose 'start of travel time' would otherwise be earlier than 07:00 on the day of the event.

Please note, 'start of travel' refers to the time when your train/coach would leave your nearest station (not the time you would need to wake up/leave home).

We will cover accommodation for the BGF student and one accompanying parent/guardian. We ask that one shared hotel room is booked. We can pay travel expenses for the one accompanying parent/guardian. This should follow the guidance set out in our travel section, prioritising public transport and booking the lowest cost ticket.

If you need accommodation before our Graduation Day in Manchester, we recommend booking into one of the hotels listed below. They are easily accessible from the central train station (Manchester Piccadilly) and the Graduation Day venue (Manchester Art Gallery). The maximum amount we can reimburse for accommodation is £150. Please note this is a maximum, not an amount to aim for.

Manchester hotels:

- [Premier Inn \(twin room options available\)](#)
- [Holiday Inn \(twin room options available\)](#)
- [ibis Portland hotel \(twin room options available\)](#)