

How to: Transport Costs Covered

HackYourFuture (HYF) will cover your transport cost if you need it. Let Marie or Christopher know if you need your transport cost covered.

HYF can cover transport cost for:

- Coming to class on Sundays (both ways)
- Going to extra workshops or events related to HYF
- Going to Meetups related to web-development
- Going to job or internship interviews

You are always welcome to ask if HYF can cover other kinds of transport costs.

Please follow **these steps** to make it easy for HYF to pay you the money.

1st step:

When you know the full amount of your journey (both ways) write the **total amount** in a message to Marie on Slack.

- If you need the money **before coming to class on Sunday**, send the message latest Thursday (only works if you can receive Mobilepay).
- If you want the **money in cash on Sunday**, send the message Sunday before the lunch break (if Marie is present send the message to her, if not, send the message to Christopher or Benjamin).
- If you want the money **after the Sunday class**, send the message on Slack (you can receive the money on Mobilepay or in cash the following Sunday).

You decide if you want to ask for the money every week or once a month.

Example of what a message could look like:

“Hi Marie. My travelling cost this week is $155+240 = 395$ kr. I have uploaded the tickets in my google folder.” (Explanation about the google folder in next step)

2nd step:

HYF needs **documentation** for you travel/journey for the accounting.
This is how you need to document your journey:

There are different kinds of tickets when travelling by **bus/train**:

- Transport tickets from a machine on the train station
- Transport tickets bought online (try to find Orange tickets if possible).

- Use of Rejsekort

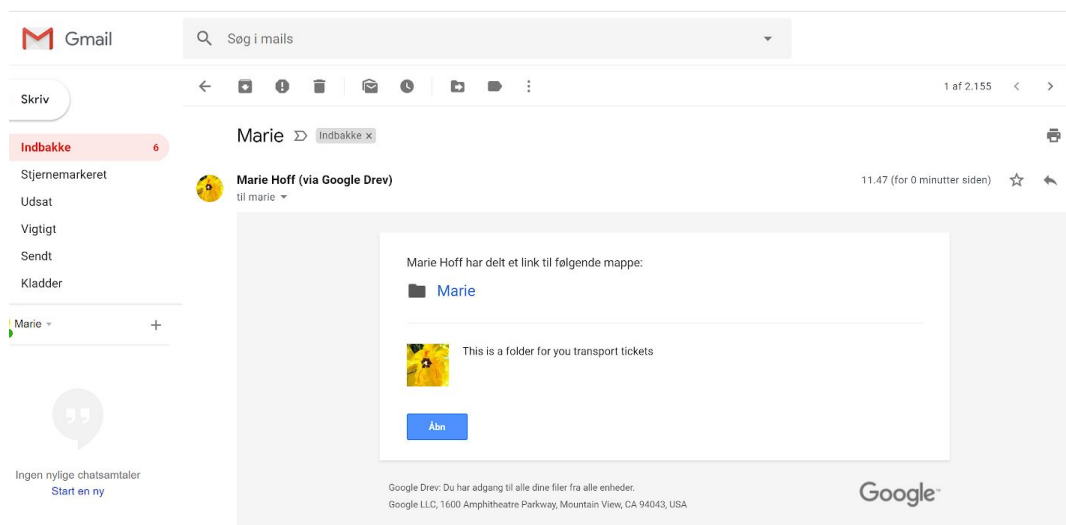
OBS: If you use **Rejsekort (not personal)**, you can find your travel cost on the Rejsekort machine on most bigger train stations. **This video;** <https://drive.google.com/file/d/1tbMk0JBbm3a4B9Xi972KRWz5l7XSHCxb/view> guides you on how to take a picture of the right information for the documentation of your travels with Rejsekort. If you use a **personal Rejsekort** you can log on to your account on the website and see your travel costs.

Driving to HYF by car: Fill gas every Sunday that match more or less the cost of driving back and forth to HYF. Remember to get the receipt as the documentation for your travel costs.

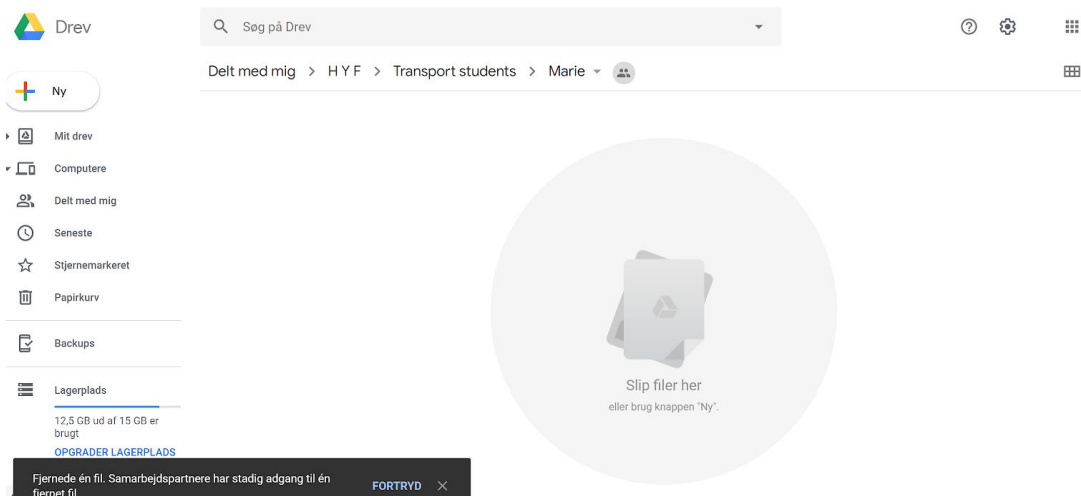
All travels MUST be documented. We ask you to **upload a receipt, a document or a picture** of the transport costs to your **personal folder in Google Drive**. If it is the first time you use a shared Google folder, please see the following explanation.

→ Marie will create a google folder for you and send you a link to the folder.

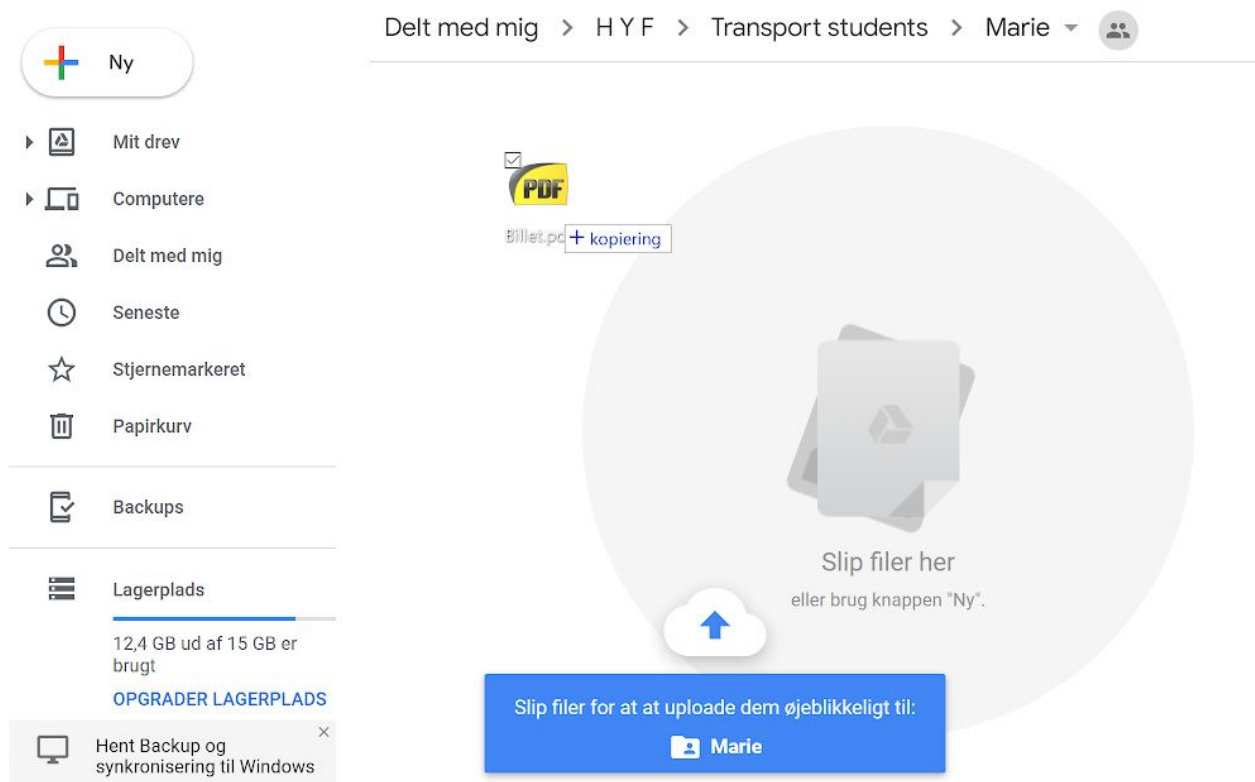
→ You will receive an email with a link to the shared folder (picture below).




→ When you click the link it will open a folder in your google drive (picture below).



→ You can easily drag your receipt/document/picture into the google folder from your desktop or from another folder on your computer (picture below).



→ The personal transport folder is saved in your google account and you can always find it under this icon  in the right corner of the screen and select: Drive/Drev → Shared with me/Delt med mig → and find the folder with your name.

Thank you and happy travelling ;)