

## Guidelines for Ticket Purchase and expenses claims when Travelling on BSHI Business



A BSHI account has been set up with The Travel Bureau in order that rail (& air) tickets and accommodation required for any BSHI business meetings can be booked for you by the company and paid directly by BSHI. This saves the trouble of having to book & pay for tickets and accommodation and then claim the money back from BSHI.

In order for the account to be managed effectively, each branch of the BSHI society has been allocated a specific code so that invoices can be traced easily. Codes are given to Travel Bureau as a Purchase Order Number. The codes are:

<b>MBC5394</b>	<b>Main BSHI Committee</b>
<b>RE2876</b>	<b>Research Executive</b>
<b>TE3819</b>	<b>Training and Development Executive</b>
<b>BEB1962</b>	<b>BSHI Education Board</b>
<b>BPAG1537</b>	<b>BSHI Professional Advisory Group</b>

The following procedure for ordering tickets & accommodation has been agreed with the company;

1. Contact the company on 0191 285 0346 **as far in advance as possible** in order for the cheapest fare tickets to be booked.
2. The company will ask for the price code (you will not be able to proceed without this!), your name, your work address and contact details and the dates and times of the meeting.
3. Once booked, the tickets and accommodation details will be sent to your work address (the invoice will be sent directly to the BSHI Treasurer for payment).

Please note, BSHI will only pay for standard class rail tickets, economy class air tickets and if hotel accommodation is required, this will be of a 3 star standard and a maximum price of £100 per night has been set. Should you wish to travel business or first class, you will have to pay the difference unless it can be shown that first class travel is the cheaper option which must be documented in advance of travel.

If travelling by car, expenses can be claimed for mileage at a rate of 35pence per mile. However, if standard rail tickets which could be purchased at least one month in advance of travel are less than the mileage cost, the cost of the standard rail fare will be reimbursed.

Any other reasonable expenses associated with travel to and from the meeting (taxi fares, car parking fees etc) will also be reimbursed following the submission of a BSHI expenses claim form.

### Incidental expenses

If you are attending a meeting where lunch/refreshments are not provided you may claim up to £7.50 for lunch (receipts must be provided).

No incidental expenses for hot/cold beverages or refreshments will be reimbursed in any other instances (including purchased travelling to/from meeting).