

<b>Transport Policy – Practice Guidance Note</b>		
<b>Public Transport, Accommodation and Conferences – V03</b>		
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<b>Author / Designation</b>	Martin Laing – Facilities Manager (NTW Solutions Ltd)	
<b>Responsible Officer / Designation</b>	Paul McCabe – Head of Estates and Facilities(NTW Solutions Ltd)	
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## **1 Introduction**

- 1.1 This Practice Guidance Note (PGN) is intended to standardise the use of public transport and booking of travel, accommodation and conferences across Northumberland, Tyne and Wear NHS Foundation Trust (the Trust/CNTW).

1.2 This PGN is applicable to all staff, including those on local terms and conditions who have not accepted Agenda for Change contracts and may be subject to different subsistence rates.

1.3 This PGN **does not** relate to conferences where the Trust are the hosting Trust.

## **2 Responsibilities**

2.1 Overall responsibility for the management of this Practice Guidance Note rests with the Estates and Facilities Manager, with day-to-day responsibility delegated to the Service Manager (General Services).

2.2 Line Managers are responsible for ensuring employees are aware of this PGN and follow the guidelines.

## **3 Public Transport**

3.1 Where employees use local services on official Trust business they are entitled to reimbursement for such travel in line with Agenda for Change Terms and Conditions, Section 17.

3.2 Reimbursement will be made via expenses claims, supported by receipts, submitted to the Payroll Department, approved by the employee's Line Manager.

## **4 Booking of Travel**

4.1 Employees attending conferences, courses, meetings etc. on Trust business are eligible to have the cost of the transport borne by the Trust.

4.2 All requests to book travel must be made via the Trust's Intranet Travel Request section found under Applications. For further advice and any issues, staff should contact the Facilities office at St Nicholas Hospital, on 0191 2467284 (Ext. 57284) or 0191 2467283 (Ext. 57283) between the hours of 09.00 – 16.00, Monday to Friday.

**Note:** Anyone making their own arrangements will not have the cost of the travel reimbursed

4.3 Requests should be made as early as possible to allow access to discounts for advanced booking. Wherever possible, booking should be requested 4 – 6 weeks prior to the event.

4.4 The cheapest ticket or tickets for the journey will be booked. No first class travel will be allowed. Whenever possible, specific times of trains must be used for the outward and return travel.

4.5 When completing the on line application, you will be requested to enter a cost centre. Once this is complete the relevant authorised officer(s) will be listed

and thereafter one identified who will authorise the transaction; once this is complete the request will be forwarded to Facilities.

- 4.6 Bookings will be made by the Facilities office, arrangements for the collection/delivery or issue of tickets will be advised by the Facilities office.
- 4.7 The Trust will attempt to accommodate urgent bookings, but only in exceptional circumstances (this may be charged at a premium).
- 4.8 Trust contractors will only accept bookings from named persons in the Facilities office.

## **5 Booking of Accommodation**

- 5.1 As with travel, employees attending conferences, courses, etc., on Trust business are eligible to have the cost of accommodation borne by the Trust.
- 5.2 All requests to book accommodation must be made via the Trust's Intranet Travel Request section found under Applications. For further advice and any issues, staff should contact the Facilities office at St Nicholas Hospital, on 0191 246 7284 (Ext. 57284) or 0191 246 7283 (Ext. 57283) between the hours of 09.00 – 16.00, Monday to Friday.

**Note:** Anyone making their own arrangements will not have the cost of the accommodation reimbursed

- 5.3 The booking for hotel accommodation will only be for bed and breakfast, with all extras to be paid for by the guest. Where dinner is required within the booking, e.g. due to location or late arrival at hotel etc., approval should be sought from the Associate Director.
- 5.4 For stays in London a schedule of approved hotels used by the Trust will be held by the Facilities office. These may vary from time to time due to changes in rates or feedback on quality. Should these hotels not be appropriate for the meeting/conference location, the facilities office will book a suitable alternative.
  - Schedules of hotels in other major UK cities will also be used
  - Consideration will be taken into account of journey distance from hotel to meeting venue
- 5.5 Where the maximum limit is exceeded additional assistance may be granted at the discretion of the relevant Associate Director, e.g. where the choice of hotel was not within the employee's control
  - An individual may choose to upgrade then they will pay the balance between the maximum limit and the actual cost

- 5.6 Other subsistence allowances such as incidental allowances, meal allowances up to 5 hours and 5 – 10 hours, staying in private accommodation are included in Agenda for Change Terms and Conditions, Sections 17 and 18 should the hotels not be available.

## 6 Overseas Travel and Accommodation

- 6.1 Flights will be booked using the most economical airline available to the chosen destination.
- 6.2 Accommodation will be booked using similar budget levels to those in 5.4, e.g. capital city £95.00, other cities/towns £70.00. Consideration will be given to journey distance from hotel to meeting venue.

## 7 Booking of Conferences

- 7.1 Employees attending conferences on Trust business are eligible to have the cost of the transport borne by the Trust.
- 7.2 All requests to book conferences must be made via the CNTW Intranet Travel Request section found under Applications. For further advice and any issues, staff should contact the Facilities Office at St Nicholas Hospital, on 0191 2467284 (Ext. 57284) or 0191 2467283 (Ext. 57283) between the hours of 09.00 – 16.00, Monday to Friday.

**Note:** Anyone making their own arrangements will not have the cost of the conference reimbursed

- 7.3 All relevant information relating to the conference must be forwarded to the Facilities office along with the travel request form being completed via the Trust's Intranet. Attendees may provisionally book a place at the conference but this will not be confirmed until authority is received within the process outlined in 7.2 above.

## 8 Financial Limits

- 8.1 All attendance at conferences/meetings where the **total** cost exceeds £1,000 e.g. cost of individual's stay at conference for a number of nights or a multiple number of staff attending the same event, will be subject to senior management approval.