

RAIL/AIR TICKET & ACCOMMODATION

APPLICATION FORM

In order for us to process your travel request efficiently please complete the form below. Where possible, we will book the times you have requested, but if there are cheaper tickets available at slightly earlier or later times, these will be booked to fall in line with the new RCN Governance policy. Please return this form by email as far in advance of the meeting to enable us to purchase the cheapest travel. Thank you.

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| **Contact Details** | **Journey Details** |
| Full name (as it appears on passport if requesting flights): | **Rail Travel**  **Underground Travel**  **Railcard**   Type:  Network Rail card  Senior Railcard  Family & Friends  26-30 Railcard  Annual Gold Card  16–25 Railcard  Disabled persons railcard  Other  Devon & Cornwall railcard  **Flights**  **Parking**  See note below **checked baggage** Vehicle Registration  **Airline Membership** No:  Airline:  Membership No:  **Accommodation** |
| Email address: |
| Daytime contact number: |
| Reason for Travel: |
| Ticket on departure |
| Address: |
| Project code (for RCN use only): | |

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| **Travel Request** | |  |  |  |  |
| **Date(s) of Travel** | **From:**  **(Station/Airport)** | **To: (Station/Airport)** | **Dep:** | **Arr:** | **Flight No:  (if applicable)** |
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| **Accommodation Request**: *Please provide an explanation for this request* | | |
| **Arrival Date** | **Departure Date** | **Special Requirements** |
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| **Any other comments/special requirements** |  |
| ***Please include details of any dietary requirements, or assistance required.*** | |

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| **RCN EXPENSES POLICY (Extract – please refer to rcn policy for further information)** |
| **3.4 Train/Tube**  3.4.1 The expected class of travel by rail is standard class, taking full advantage of advance, economy and promotional fares when possible. Advantage should be taken of any fare reduction or discount for which the claimant is eligible.  3.4.2 First class travel will only be reimbursed when:  i) Standard travel is not available  ii) the cost of the first class ticket is less than any alternative;  iii) if you have specific health requirements supported by a doctor’s letter  iv) Travelling by standard class would impose an unreasonable level of discomfort on the claimant, e.g. having to stand on a long train journey (more than 1 hour duration).  v) If you ask to pay the difference between first and standard class personally. |
| **3.8 Accommodation**  3.8.1 Justification of the need for accommodation should accompany any claim. Reasons for accommodation would include:  i) Departure from home or arrival back at home would otherwise be before 6am or after 10pm  ii) Consecutive days attendance at a site where extra daily travelling time would be greater than 60 minutes each way, or where the cost of travelling exceeds the cost of accommodation  iii) Where the performance of duties would be significantly impaired if accommodation were not available  iv) Where the overall cost of having accommodation provided is less than any alternative which enables the claimant to properly fulfil their duties  v) Where there is a demonstrable health and safety issue  3.8.2 Accommodation must be arranged through a member of staff, who will book through the RCN corporate travel supplier.  --------------------------------------------------------------------------------------  Accommodation is booked for bed and breakfast only unless you specifically ask us to request dinner.  Dinner will be paid for at the rate in the Expenses Policy.  The hotel bill will be charged back to the RCN and you should not be asked to pay anything. If the hotel is insisting on payment, please contact the governance team on **0207 647 3640** or the Click out of hours number **0203 130 9606.**  If the hotel has claimed that dinner is included in the booking and you did not request dinner, please tell the hotel to remove it from the bill.  You will however be asked to pay for items that you have incurred personally, such as newspapers or  pay-for TV.  Hotels should only ask you for a credit or debit card number when you arrive so that they can bill you for personal expenses such as drinks at the bar. This is entirely optional. When leaving the hotel they will provide you with an invoice itemising your personal expenses – please ensure you check it carefully as we cannot be responsible for any errors. |