



## Travel booking and expense claims

**LDC Representatives** have their expenses reimbursed by the LDC Conference fund and as a result are required to pre-book their travel on account via appointed travel team Ian Allan Travel. **Please call the travel hotline: 0117 9305 200** or email [rail.bristol@ianallan.co.uk](mailto:rail.bristol@ianallan.co.uk) (office hours 08:45 – 17:30 Monday to Friday) to arrange train tickets and flights.

**LDC Observers, and accompanying partners** are very welcome to utilise the travel service too, payment will be required by credit/debit card at the time of booking for these groups. A booking fee of £5 per booking applies.

**GDPG Members** should book their own train tickets/flights directly and seek reimbursement from the BDA as usual after the event by submitting a [GDPG Member expense claim form](#) with receipts. Please see note below about car parking in Birmingham if planning to drive.

## Travel guidelines

Please book trains and flights at the same time (i.e. in one phone call).

LDCs are encouraged to book their Representatives' travel as a group in one booking to the IAT travel team. Please ensure you state which LDC the traveller is coming from upon booking.

Conference proceedings are due to conclude on Friday 9 June at 12:30, with lunch taking place between 12:30 – 13:30. Trains departing Birmingham before 12:45 on the Friday will not be permitted to be booked on account. Should you wish to leave the Conference early in order to travel before this time you will be required to fund your own travel (claims post event will not be possible).

Travel can be booked on behalf of someone else (i.e. LDC Secretary can book for others in the LDC, or colleagues can make travel arrangements on your behalf) – the booker needs to confirm which LDC the traveller is from and in what capacity they are attending the event (LDC Representative or LDC Observer)

Delegates should ensure they book the best value tickets and IAT will be able to advise on this at the time of booking.

## Plan your journey

Registration is from 12:00 on Thursday 8 June, with lunch taking place from 12:30-13:30. Leaving sufficient time for all attendees to travel on the morning of the event.

### Hilton Birmingham Metropole Hotel

The NEC Birmingham  
Pendigo Way  
Birmingham  
B40 1PP

Full venue directions can be found here: <http://www3.hilton.com/en/hotels/united-kingdom/hilton-birmingham-metropole-BHXMETW/maps-directions/index.html>

### From Birmingham International railway station

The Hilton Birmingham Metropole hotel courtesy bus runs every 30 minutes between 7am and 11pm and collects at the taxi rank at the station. Seats are available on a first come first served basis. The journey to the hotel takes approximately 5 minutes.

Alternatively, the hotel is a 10-15 minute walk through the NEC and then across the complex. Please follow signs to the Hilton Hotel.

### **From Birmingham International airport**

Birmingham International railway station is directly linked to the airport passenger terminal by SkyRail. The SkyRail is free, operates about every 2 minutes when the rail station is open and the journey takes less than 2 minutes.

From the rail station, the Hilton Birmingham Metropole hotel courtesy bus runs every 30 minutes between 7am and 11pm and collects at the taxi rank at the station. Seats are available on a first come first served basis. The journey to the hotel takes approximately 5 minutes. Between 23:00 and 07:00 the shuttle bus can go to the airport (bus stop C) upon request. Guests will need to contact the hotel direct to arrange this - 0121 780 4242.

## **HOW TO BOOK – LDC REPRESENTATIVES**

### **Train travel**

Train tickets are required to be booked in advance via Ian Allan Travel. Tickets will then be posted out to travellers. Tickets purchased at the station on the day of travel will no longer be reimbursed.

Advance rail tickets can be booked up to 3 months before date of travel i.e. from mid-March onwards.

Upgrades to first class travel can be arranged, but individuals would need to pay the difference themselves at time of booking with a credit/debit card.

#### **IAN ALLAN TRAVEL**

**Telephone:** 0117 9305 200 (open Monday – Friday 08:45 – 17:30)

**Email:** [rail.bristol@ianallan.co.uk](mailto:rail.bristol@ianallan.co.uk)

**Please provide the following information in order to book your travel:**

**Traveller's name:**

**Contact phone number:**

**Contact email address:**

**Name of LDC:**

**Role at event:**

*(i.e. LDC Representative (charged to account), LDC Observer, GDPC Member, Accompanying partner)*

**Outward and return dates**

#### **Train**

**Departure / arrival stations:**

**Preferred times of travel out/back:**

**Details of any discounted rail cards e.g. young person's rail card, senior rail card etc**

### **Flights**

Flights to and from Birmingham can also be arranged by the Travel Team, however flights will only be permitted if this means of travel proves to be more cost-effective than train travel.

## Taxis

Taxis cannot be booked on account with IAT.

Where necessary taxis to and from your home to the train station may be booked. Please email Fiona Feltham [fiona.feltham@bda.org](mailto:fiona.feltham@bda.org) prior to the event for a claim form.

Please note, taxis **CANNOT** be claimed between Birmingham International airport or Birmingham International railway station and the hotel. Please see details above in regards to using the hotel's courtesy shuttle service.

## Station parking

Please email Fiona Feltham [fiona.feltham@bda.org](mailto:fiona.feltham@bda.org) prior to the event requesting a claim form.

## Car parking in Birmingham

We have arranged a special car parking rate at the Hilton Birmingham Metropole Hotel of £8.00 per car per day which covers arrival on Thursday morning until departure at 3pm on the Friday.

**LDC Representatives and GDPC Members** parking fees can be charged directly to the event account (Observers are responsible for payment of their own parking charges).

The system operates with ANPR (automatic number plate recognition).

If you are planning to drive and park, please register yourself online for parking before arriving onsite using the following instructions:

Visit: [http://hilton.aella-services.co.uk/event\\_validate/](http://hilton.aella-services.co.uk/event_validate/) and where prompted enter ENLBQ as the event code.

*\*please use capital letters with no space*

Once you have registered on arrival at the hotel, drive up and the barrier will automatically lift upon entry and exit.

Guests are able to enter and exit as many times as they please during the allocated event time, not incurring any additional charges.

Car parking cannot be guaranteed. On the rare occasion that the hotel is full, a member of security will be at the entrance re-directing guests (usually over to the NEC). If you have pre-registered but are not able to park we won't be charged.

### **I've arrived in a different car or forgot to register?**

Just take a ticket as normal on entry then register when onsite. You will then be able to discard the ticket you took on entry. The barrier will still read your car registration and allow you to exit.

### **If I am driving how do I claim mileage?**

If you are planning to drive please email [fiona.feltham@bda.org](mailto:fiona.feltham@bda.org) for further information about claiming after the event.

# Expense claims

## LDC Representatives

**Individual travel claims for LDC Representatives can no longer be made via**

[www.Xpense.co.uk](http://www.Xpense.co.uk). All train journeys and flights must be booked via the travel company in order to be reimbursed. Please contact Fiona Feltham ([fiona.feltham@bda.org](mailto:fiona.feltham@bda.org) / 020 7563 6876) if you have any questions.

## LDC Observers

LDC Observers are welcome to use the Ian Allan Travel service too should they wish, but will be required to make payment by credit/debit card at time of booking. Note a £5 booking fee applies.

## GDPC Members

GDPC Members should book their own train tickets/flights and seek reimbursement through the BDA as usual after the event by submitting a GDPC Member expense claim form with receipts.

A copy of the GDPC expense claim form for this event can be found [here](#).

And a reminder of the BDA Expense claim policy can be located on the BDA website [here](#):