



LDC Conference 2022

Travel and expense policy – LDC Representatives

Train travel

LDC Representatives are reminded to please make travel bookings as early as possible, are encouraged to take advantage of the savings offered by booking in advance, and to make every effort to obtain the cheapest train fare.

First class travel is however permitted for those who can book advance fares at discounted rates, resulting in a saving compared to a standard ticket purchased on the day.

Conference is due to conclude at 17:00 on Friday 10 June, tickets for travel before then will not be reimbursed.

GWR discounts for delegates travelling to events at the ICC Wales

Great Western Railways offer special delegate discounts for train travel to the ICC Wales. It is recommended attendees take a look at the fares available when booking directly through www.gwr.com because it is likely the fares quoted are more competitive.

<https://www.gwr.com/your-tickets/ways-to-save/business-travel/conferences-and-events>

- 80% saving based on an Anytime Return from London Paddington to Newport
- Special conference fares are only available to delegates. You will be asked to produce an event confirmation by the train manager
- conference fares are available from most stations on the GWR network
- outbound tickets are fixed, times and dates cannot be changed. The return journey is fully flexible
- conference fares are only available via GWR.com

Flights

Those LDC Representatives who due to their location find it is necessary/more cost-effective to fly to an airport and then travel onwards to Newport are permitted to seek reimbursement for flights.

The cost of airfares will be reimbursed if it can be demonstrated that the total cost of travelling by air, including the cost of getting to and from airports and any parking charges, is cheaper than alternative public transport options. If travelling by air avoids an additional overnight stay this can also be factored into the comparative cost. Airfares will also be reimbursed if there is no practical surface public transport alternative. When booking airfares you should check the availability and practicality of low-cost airlines.

Taxis

Taxis may be claimed for travel to a rail station/airport where the cost is less than mileage + parking. Attendees are encouraged to taxi share wherever possible.

Travel by car to Newport

Given the location of the event, attendees may find travel by car more practical this year and actual mileage travelled to and from your destination can be claimed for. Car sharing with other attendees is encouraged.

The current mileage rate is 45p/mile and 5p/mile per passenger. Please see 'Getting there' information for details of parking charges.

If parking at the ICC Wales please take a ticket on entry to the carpark and hand this to the Events Team at the LDC Conference registration desk. Your car parking charges will be added to the event account and the barrier (operating on automatic number plate recognition) will automatically lift on exit at the end of the Conference.

Expenses will not be reimbursed for any parking penalties received.

Subsistence

Breakfast is included in bedroom rates and lunch will be provided during the Conference.

LDC Representatives have the option to book a Conference Dinner ticket, whereby their attendance at the Conference Dinner is funded for them. LDC Representatives not attending the Conference Dinner are permitted to claim up to a maximum of £25.00 for overnight subsistence (receipts must be provided).