

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.

Official Conference proceedings are due to conclude at 13:00 on Friday 6 June, tickets for travel before then will not be reimbursed. Lunch will be available 13:00 – 14:00.

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 Newcastle 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.

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 Newcastle

Public transport should be used in preference to a private car, but where use of a car is unavoidable, or use of public transport is impractical you should claim the actual mileage travelled to and from your destination

Car sharing with other attendees is strongly encouraged.

The current mileage rate is 45p/mile and 5p/mile per passenger.

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).