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| NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM | | |
| BUSINESS SUPPORT GUIDANCE: TRAVELLING ABROAD | | G/BSS/CAN/001 |
| | | ISSUE 001 |
| Approved By: <i>S Dolan</i> | S Dolan | Issue Date: 22/11/99 |
| Open Government Status: Fully Open | | Review Date: 22/11/02 |

1. Purpose & Scope

1.1 This guidance is to assist members of staff who are travelling abroad on official business. It relates to procedure **BSS/CAN/018** (travelling abroad).

2. Making your travel arrangements

Mode and class of travel.

2.1 The primary mode of travel is normally obvious: most travel to other countries will be by air, although visits to Paris and Brussels can easily be accommodated by Eurostar for those staff based in London. For air, ferries, continental rail tickets, you should complete a **form TR2**.

2.2 Before filling in a request for air tickets, you should decide which class of ticket you require and check with your line manager before requesting the tickets.

Using the HSE Travel Service.

2.3 The HSE in-house travel service should be used in all but exceptional circumstances. There may be occasions when this is not possible, for instance you are required to travel at short notice at a week end when this service is not available. Another occasion when you may purchase your own tickets is when you are stranded abroad on HSE business (for example, having missed a scheduled plane, train or bus), and you need to purchase a new ticket.

2.4 Whatever the reason you should ensure you submit a receipt and a written explanation when claiming the costs back from HSE.

3. Visa Requirements

3.1 Carlson Wagonlit Travel can also give advice on whether or not

you will need a visa for your visit. If so, they can make the necessary arrangements for you before you travel.

4. Your first visit to a particular country

4.1 Although this might be your first visit to a country on official business, it is possible that another member of NSD will have been there before. You may wish to contact the NSD's Director's Office Secretariat who will be able to provide you with this information.

4.2 If it happens to be a country that we haven't made a visit to for sometime, or if you have particular concerns over any aspects of your visit - there are sources of advice that you can consult beforehand. For example the Foreign and Commonwealth Office have a very useful website which provides up to the minute news on "trouble spots" and safety related news. Their Website Travel Advice can be accessed at the following address:

www.open.gov.uk/index.htm

4.3 Also on the Internet is the "World Wise" Directory which has been developed by the Suzy Lamplugh Trust. There you will find, country by country, practical tips to help you get around safely. The World Wise home page can be accessed at the following address:

www.brookes.ac.uk/worldwise/

5. Basic Emergency First Aid Travel Pack for Official Visits Overseas.

5.1 NSD has purchased basic emergency first aid travel packs from the Civil Service Occupational Health and Safety (OHSA) for use by staff. Packs are kept by RMU Room 707 SPH. The OHSA has advised that staff are only likely to need such a pack if visiting African, Asian and Far East countries or the Former Soviet Union and Central Eastern European Countries. They have also advised that you may need a malarial spray if travelling to African and Asian countries, but you should check with your doctor. Sprays can be purchased from the OHSA in London if plenty of notice is given.

5.2 Also you may find the Department of Health leaflet 'Health Advice for Travellers' (leaflet no. T5) useful as it gives information and advice on:

- 1) how to avoid the need for health care when abroad

2) how to plan for healthy travelling

3) how to obtain emergency medical treatment in countries throughout the world

4) how to obtain and use Form E111, which will provide you with free or reduced-cost emergency medical treatment in most European countries.

The leaflet is available from travel agents and Post Offices.

6. Mixing Official and Private Travel

6.1 Staff occasionally use the opportunity of an official visit abroad to add on a few days of private travel. In general HSE are relaxed about this, however it is an area of great sensitivity and strict adherence to the rules is essential. The main criterion is that you must cover the **entire** costs of travel, insurance and accommodation which are additional to those which you need to incur on behalf of HSE's business. When filling in your expense claim form make sure that you clearly state which parts of your time away are being paid by HSE and which you are covering at your own expense.

6.2 You should take careful, note of the following:

1) There may be complications if, for instance, your return flight is from a more distant airport than it would have been if you hadn't added on additional private travel. Check with travel service if this is likely to incur any additional costs to HSE. If so, contact HSE's finance unit and explain the situation to them. You may be required to pay the additional costs.

2) Occasionally airlines have special offers of cheap or free flights for members of your family. Although tempting, you should not ask the travel service to take advantage of these offers as this may constitute an abuse of your position as a civil servant;

3) You should not make use of any air miles collected on official business for any private gains. Again this constitutes an abuse of your position as a civil servant and could lead to disciplinary action;

4) If you are travelling with your family or friends and you wish to book a more expensive hotel room, you should ensure that you pay the additional costs yourself.

6.3 Full guidance on this issue can be found in HSA Note 3/1997. General enquiries should be directed to: RPD PEFD Fin U3 (FISP) Travel & Subsistence Section), Room 413B, St Hugh's (or by telephone ext.3239).

7. Booking Hotel Accommodation Abroad

Use of Expotel.

7.1 Expotel have access to lists hotels in most major cities and towns abroad, and they will book accommodation for you. To do this you can use the same form that is used for UK hotel bookings (**Form TR6**). Fill in the requirements as you would for a UK hotel and Fax it to the same number. Mark clearly on the form that this is for an **overseas** booking.

7.2 This probably the easiest way to sort out accommodation abroad. However, Expotel have, in general, no special knowledge of the hotel nor of its accessibility to the meeting / conference venue. They tend to use more expensive hotels and it is possible that you may be located at an inconvenient location. Once they have booked a room for you, it is worth checking with Expotel and/or the hotel as to where it is located and the price they are charging.

Booking your own accommodation.

7.3 Most NSD staff book their accommodation directly with the hotel or via the conference / meeting organisers. Conferences are generally held in or have accommodation reserved at, the more expensive hotels and you may wish to consider looking at a cheaper option. With a few exceptions, most NSD visits abroad are to locations which NSD staff have visited before. Contact NSD's Director's Office Secretariat and they may be able to advise you on which members of staff have been to the destination before.

7.4 Attached is an annexe giving a list of hotels in frequently visited locations which have been used by NSD staff in the past.

Conference Rate.

7.5 If you do stay at the conference hotel, you may need to take

advantage of the **Conference Rate** in claiming your subsistence. Conference Rate **may** be payable if the cost of the hotel exceeds the bed and breakfast portion of the 24 -hour subsistence rate for that location. That is only likely to be the case if the hotel B&B cost more than about 2/3 of the overnight subsistence rate. However this will vary from place to place and so you should check with HSE's Finance Unit before you apply for the Conference Rate. Conference Rate is allowed on an exceptional basis and agreement from the Finance Unit **should be sought before you travel**. You will need to convince them that it is necessary for you to stay at that hotel rather than staying at a cheaper one nearby.

7.6 If you are granted Conference Rate, you will be reimbursed the actual B&B costs of the hotel plus a day subsistence rate which will depend on the location. You must submit the hotel bills when you send your subsistence claim. To apply for Conference Rate, first discuss with your line manager and then contact:

FinU FISP
Room 413B
St Hugh's House

8. Hotels frequently used by NSD staff

| TOWN | HOTEL | TEL/FAX | COMMENTS |
|-------|---|--|--|
| Paris | Hotel Passy Eiffel 10 Rue de Passy, 75016 Paris | Tel: 45 25 55 66 Fax: 42 88 89 88 | Reasonable price, Close to OECD Chateau |
| | Le Hameau de Passy 48 Rue de Passy, 75016 Paris | Tel: 42 88 47 55 Fax: 42 30 83 72 | As Above |
| | Hotel Nicolo 3 Rue Nicolo, 75116 Paris | Tel: 42 88 83 40 Fax: 42 24 45 41 | An old favourite with NII staff. Small cheap and friendly. Handy for OECD. Book early - it's popular |
| | Hotel Ajiel 237 Rue de la Convention, 75015 Paris | | Near Metro Convention, line 12. Reasonable |

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|--------------------|--|--------------------------------------|---|
| | Hotel Ibis-Cambronne, 75015 Paris | Tel: 45 67 35 20 Fax: 45 66 49 58 | Big, modern, clean. Reasonable prices. Close to Cambronne Metro. |
| Aix-en Provence | Hotel Le Moulin 1 Avenue Robert Schuman, 123090 Aix-en Provence | Tel: 42 59 41 68 | Handy for Cadarache. Cheap and comfortable |
| Vienna | Pension Christina Hafnersteig 7 A- 101110 Vienna | Tel: 533 29 61 Fax: 533 29 61/11 | Very central, cheap, friendly and comfortable. |
| | Hotel Nordbahn 1020 Wein 2 Praterstrasse 72 | Tel: 211300 | Popular with NSD. Handy for IAEA |
| | Pension Pertschy A-1010 Wein Habsburgerstrasse 5 | Tel : 534 49 0 Fax : 534 49 49 | Moderate price. Central |

8.1 The US is also a frequently visited country, although the destination within the US varies. Generally speaking, the US hosts or conference organisers will either book or recommend an hotel for you. However you should be aware that it is standard US practice for hotels to ask for a credit card reference in order to confirm your booking.

9. Advice on completing Expenses Form A/cs 34 F

Imprests.

9.1 Travelling abroad can be very expensive and you may apply for an advance by way of a Casual Imprest. You should work out accurately as possible how much you will be required to spend on HSE business abroad and fill in **A/cs 275** at least a month before you travel. In urgent cases, HSE's Finance may be able to arrange a payment within a week, but you will need to speak to them directly.

9.2 The Casual Imprest must be cleared within one month of receipt by submitting your A/cs 34F claim form.

Filing in A/cs 34 F

9.3 To ensure that you get paid all that you are due to you, the key rule

is to provide as much information as possible on the form and to back it up with receipts wherever possible. If receipts are missing or there are any complications about your claim, you should attach a note giving a detailed explanation.

9.4 To help your claim:

- 1) When travelling keep all receipts for trains, buses and taxis;
- 2) Claim for foreign exchange commission (you will need to keep your receipts from the bank or bureau de change);
- 3) If applying for Conference Rate, you must submit your hotel bills showing the B&B costs;
- 4) If you add on any private travel while abroad, you can claim pro-rata for those expenses which you had to incur on HSE business. For instance, if you choose to hire a car while abroad, then you should be careful to only claim back that part of the hire which relates to the period of official business;
- 5) You may claim the costs of incidental travel between your hotel and the location of the official business (keep receipts);
- 6) The payment of proportional rates for “over 5 hours”, “over 10 hours” etc. has now been discontinued. There are now flat rates for each country and you will need to check with HSE’s Finance Unit what these are. You can claim for periods “over 5 hours”, “over 10 hours” and over 12 hours” of travelling beyond the 24 hours periods covered by your daily subsistence (the first 24 hour period starts the moment you set out on your journey in the UK). You should be accurate in specifying your times of departure and arrival back at your home or office.