

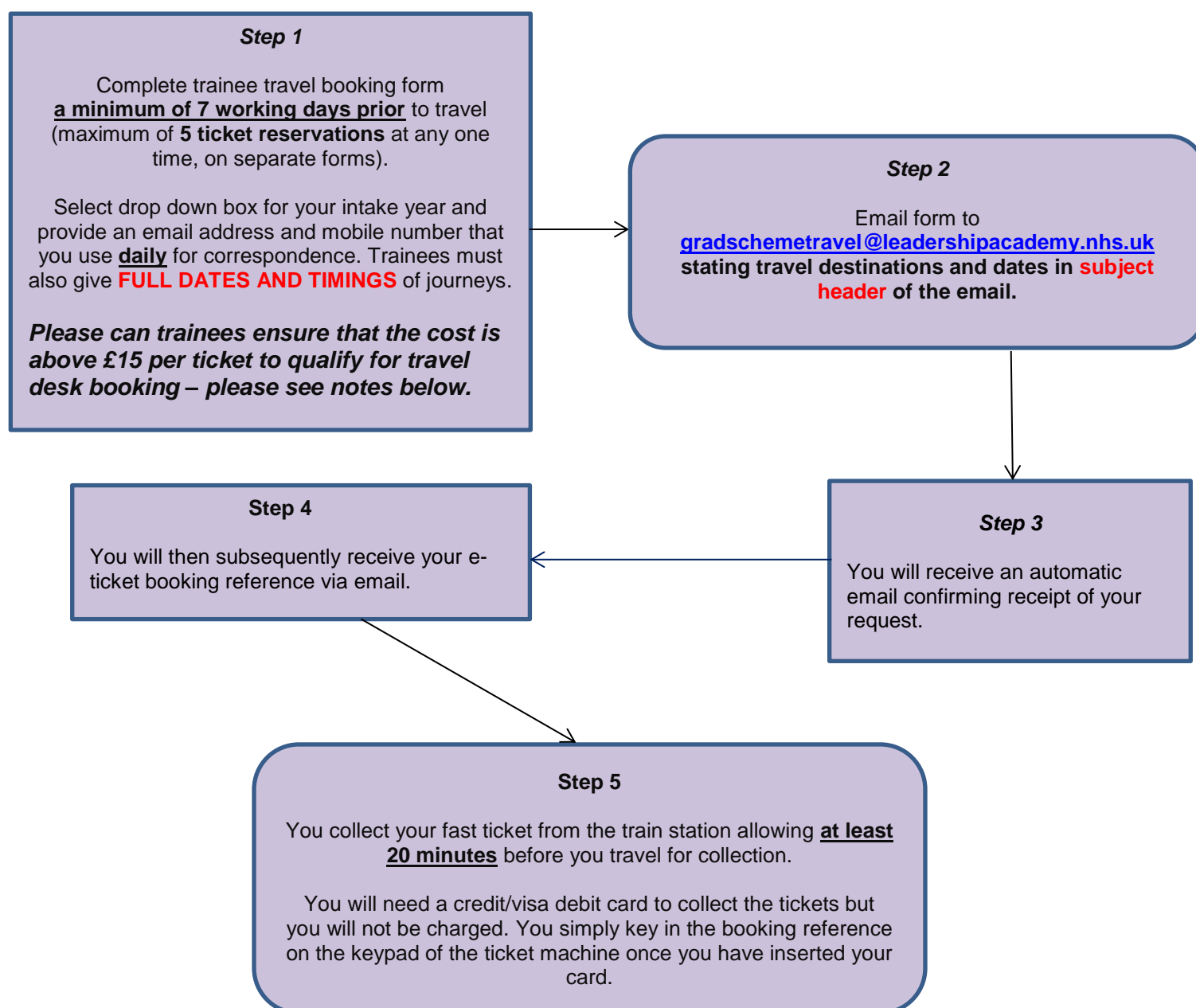
Graduate Scheme Travel Arrangements

Travel bookings – both hotel and train travel can be booked via the Grad Schemes Travel Desk using the email address listed below.

Trainees must give as a **minimum** 7 working days' notice for booking travel and accommodation outside London and **14 working days'** notice for **London rail and hotel bookings**.

Trainees can book travel as detailed in the flow chart below:

Booking Travel Tickets



Please note: Unused tickets must be returned to the Ticket Refunds Team at Corporate Travel Management (North) Ltd, Shire House, Humboldt Street, Bradford, BD1 5HQ within 14 days of the travel date so that the tickets can be refunded.

Points for information

- In order to keep costs to a minimum we would **strongly advise you to book in advance as much as possible.**
 - **This is especially important for London bookings – we require 2 weeks' notice for these bookings to ensure we can book an acceptable hotel. Not following these guidelines may result in a booking being made at a Travelodge or B&B, or a hotel away from the education site.**
- **NB: If you change your reservations either through error or change of plans, you will be asked to book the tickets yourself and claim back the cost via expenses. When the pre-booked tickets are advance (non-refund) tickets, you will be asked to book tickets yourself and will not be able to expense back.**
- Provide us with a mobile number and an email address **that you use daily** e.g. work or personal email.
- The Scheme does not cover Open Return tickets.
- Trainees can save the Scheme money by purchasing short train journeys and claiming on expenses. This is because the CTM transaction cost can almost double the price of a low cost train ticket. The threshold for purchasing a short train journey and claiming on expenses is anything less than £15. If your train ticket is more than £15 trainees can use the Graduate Scheme Travel Desk.
- Where appropriate, please can trainees use their Railcards and Oystercards to keep costs to a minimum **as we will no longer book travelcards separately due to the cost.** Trainees must buy Oystercards and claim back London tube travel wherever possible.

The working hours of the travel team are as below:

Monday 9am – 4pm

Tuesday & Wednesday 9am – 4:30pm

Thursday & Friday 9am – 2:30pm

N.B.

Requests sent outside these times will not be picked up until the following workday.

Other points to note:

- Survey monkey evaluations are sent yearly to all trainees asking for their feedback on the service. Trainee Forums can also table slots to discuss the travel desk service when necessary.
- Emails will be circulated informing trainees of alternative arrangements e.g. around Bank Holidays and Assessment Centre.