

January 2014

Dear Council Member,

**Re: BSSPD Policy Regarding Travel Claims for those who are unable to claim from their study leave budget from their own Trust/employers.**

In order to keep costs to the minimum, we would appreciate it if you could

1. Arrange travel as soon as you receive confirmation of the council meeting dates. The earlier the travel is booked the less expensive it is likely to be.
2. Where possible, if economy class travel could be used this would be more beneficial to the finances of the Society. However if first class travel is needed for work reasons please be aware that making last minute arrangements may be very expensive for the Society which might result in there being potential issues over reimbursement. If inclined to travel first class, please consider booking two singles well in advance, as these are often less expensive than a standard class open return. If using advance first class tickets, please send a print out the standard open return fare for comparison. Please note, the maximum the Council will reimburse rail costs is up to the cost of a standard open return.

Thank you for your continuing support for the society.

Kind regards,

Brendan Scott  
BSSPD President

Mike Fenlon  
BSSPD Hon Treasurer

Robert McAndrew  
BSSPD Ordinary Member

Shiyana Eliyas  
BSSPD Hon Secretary