

## Top Tips

### Meeting and Travel Arrangements

When setting up a meeting, think about the requirement and the format.

#### Face to Face meetings

Where non-verbal communication or physical attributes might be more important, it is suggested that these may need to be face to face for example:

- Those difficult conversations such as HR interventions, disciplinarys, etc.
- When meeting someone for the first time, i.e. job interviews or meeting clients when you believe you need to get a 'grasp' of how that person handles themselves
- Facilitated workshops including tools, whiteboards, etc.
- You could also consider a blended approach with some in the room and some joining by Skype, which minimises travel while gaining the benefit of working with others.

#### Using Skype or Telephone

A good meeting will depend on the quality of your connection. If you are concerned about connection, here are a few things you can consider:

- If your home broadband does not work, try tethering your work phone or going into a centre.
- If you are on a train, many of them offer complimentary Wi-Fi (such as London North-western) or in communal areas such as 'the Cloud'.
- If you do not have phone reception, try using a dial in number that uses broadband VOIP (such as Skype).

#### Meeting arrangements

Schedule as many meetings as you can no earlier than 11am. This will allow us to take advantage of lower travel fares. If every meeting at NHSBT was held at 11am as opposed to 10:30 am (on the basis that the average manager attends 10 meetings a year remotely) we could save nearly **£300,000.00** in train fares. **When is a hotel a better option than train?** In some cases, booking off-peak train and a hotel/dinner is a cheaper option than paying a full standard fare for a train ticket.

#### Travel for Business Purposes

If you need to travel for a meeting, consider the best option for you and NHSBT.

## Road Travel

### **Hire Cars**

If you are travelling over 100 miles each way, then you should be using a Hire Car. This can be more cost effective for the organisation, as well as environmentally friendly, less wear and tear on your vehicle etc.

### Train Travel

- Using an Oyster card or Contactless card to pay on the tube rather than buying a ticket will save money.
- Book cheaper trains, and work on the train if you can.
- It is possible when booking advance tickets to get a reservation on a carriage so you can do your work.
- Consider using free Park & Ride options at your local train station. It could cost less to park there and then catch a Taxi/bus.

### **Discount Cards**

If you are eligible to get a Discount Card (NHSBT may pay for it)- it will save you and NHSBT money

- 16-25 Railcard: 34% discount on fares
- Disabled Persons Railcard: 34% discount on Standard & First-Class fares
- Family & Friends Railcard: 34% discount on fares
- HM Forces Railcard: 34% discount on fares
- Network Railcard (London & South East): 34% discount on fares
- Senior Railcard: 34% discount fares
- 26-30 Railcard – this is a trial in East Anglia

Note: This is subject to income tax and National Insurance

### **Travel at Non-Peak Times or with Advance Tickets**

Sometimes Off Peak or Advance Tickets can be the cheapest option. However, these are often less flexible and Advance fares are non-refundable. These can have hidden costs for the organisation when cancelling, so consider these options carefully.

### **Split Tickets**

These can often be more cost effective as they split the travel at key stations, without always having to change trains. You may, however, have to change seats at the change point.

### **Pick up Ticket at station**

If the tickets have not been printed it is easier to cancel tickets directly on the Redfern site. Sometimes if tickets are printed and sent to you by post, these will have to be posted back to Redfern for refund. The cost of postage and collection at station is negligible and often worth it for greater flexibility.

### **Day Travel Cards**

When travelling to London and if you are doing more than two journeys on the tube, it is sometimes a better option to include a Travel card in your booking. You can also purchase these at a ticket machine. These are cheaper if purchased after 9:30am.

## Air Travel

Flying is often more economical than trains for long distance travel within the UK and quicker too.

- Domestic flights can be cheaper than long distance trains. For example, Southampton to Manchester can range from £60-£90 for a return ticket and Bristol to Newcastle is around £90 Return.
- An off-peak return train ticket is **£116.00 and is (130% of the cost of a flight)**
- An on peak return ticket is **£249.60 (276% of the cost of a flight)**
- Even factoring Hotel stays, flying is often cheaper and quicker.
- Consider whether you need to check in a bag when flying.

## Hotels

- Hotels are almost always cheaper, the more in advance you book them.
- Consider the location of your hotel in relation to your work, as this will shorten any taxi ride you need to make.
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- If you have family or friends where you are traveling, you can receive £25 subsistence if you stay with them.
- If you will be in the same place for more than one night each month, schedule meetings together as hotels are always cheaper when you book more nights.
- Stay in one hotel as a base while traveling. This may be cheaper than different hotel bookings. This is better for your wellbeing too, as it may help to break up longer journeys.
- Try Airbnb or B&Bs as they always tend to be less expensive than major Hotel Chains.

## Food and other Expenses

- Receive discounts with vouchers for your evening Meals. For example, Pizza Express tends to offer 25% off food midweek. Check out other App's such as Vouchercloud for offers.
- Try to have breakfast included in hotel prices. It is usually cheaper than buying it separately.
- You should be claiming receipted expenses where possible, even if less than a subsistence allowance. You will also pay tax and National Insurance on any allowances claimed and it costs NHSBT more.
- Most supermarkets and food outlets do Meal Deals normally around £3.
- Remember that the limit is just the limit - you do not always have to spend it.
- Book hotels with free Wi-Fi. Hotels with reward programmes often include free Wi-Fi.