

# Travel

I am to attend a training course/workshop in London and wish to travel by train. What options are available to me with regard to purchasing a train ticket?

You have two options:-

- 1. Purchase the ticket at the train station or online and then claim the money back through the Time & Expenses claim procedure on ESS; attaching a copy of the original receipt as proof of payment made for the journey. The form will then be sent to Payroll and reimbursement will appear in your next salary.
- 2. Apply for a Rail Travel Warrant. The request for Rail Travel Warrant form is available under HR forms. Once you have completed the form, pass this to HR for authorisation. Once authorised by HR, you will then send the form to the Finance Department. Please note, Finance requires 72 hours' notice, if at all possible, between receipt of the form and the date you will be traveling. A member of the Finance team will contact you once the Warrant has been produced and you can collect this from them. You will then be able to hand this to the rail station. Warrants can only be issued for fares which will exceed £20.

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