**28th February 2019 Travel and expenses for SIG members attending the 19th March event**

**This is the message from Katie who is working hard to support us with this process in the Q finance office.**

We absolutely can pay for travel for those whose travel tickets cost more than £95 - please ask them to follow the same process as those with tickets worth less than £95, i.e. direct them to the [Q@health.org.uk](mailto:Q@health.org.uk) inbox and we will buy their travel and email them the code so they can collect their train tickets from the station machine.

We can also reimburse hotels for those who cannot travel to and from the event on the same day. Regarding the latter, it’s up to you who you suggest this to and whether you give them a cost limit or not as the money is for you to spend how you wish. We ask that the individuals pay for their hotel and then send us the invoice/receipt for reimbursement. They will need to complete the expense form and share their bank details.

I include al the details about how to book travel and reclaim travel below and also attach the Q claim form and guidance on travel claims which will apply to us.

If you need travel Q will book your train for you. Please email the [Q@health.org.uk](mailto:Q@health.org.uk) with

* Your full name

•             Your email address

•             The station where you want to start your journey

•             Your return station (if different to your start station)

•             Your destination station

•             Preferred date and time of train out

•             Preferred date and time of train return

•             Whether you have a railcard and if so which one, (supply relevant details).

If you will be travelling within London and do not already have an annual London travel card and will be using an oyster card or purchasing a paper bus or tube ticket, then these expenses can be claimed after the event. Please send the receipt and completed expense form to [Q@health.org.uk](mailto:Q@health.org.uk) adding ‘Reimagining Health SIG travel refund’ in the subject line.

If you are using an Oyster card then compete the claim form with details of which zone you are traveling from and include only the cost of the journey, not top ups.

If you are claiming travel within London, all claim forms and relevant tickets must be received by Katie no later than 5pm on Wednesday 27th March. Claims received after this date cannot be processed and unfortunately will not be paid.

The claim form can be found here  <https://q.health.org.uk/wp-content/uploads/2018/05/External-Expense-Claim-Form.pdf>

If you need anything else please let me know. I’m looking forward to seeing you all,