



Travelling to your residential school

What you need to know

Staff and tutors working at residential school must book their travel through the residential schools team. The travel request form is available online from the following link.
http://www3.open.ac.uk/residential-school-jobs/oubs/content/main_4.shtm

We ask that you use the most economic means available when making your travel plans. Normally this means using public transport rather than driving. The University can also make savings when you book as early as possible. We realise that public transport is not always practical, **but if you are planning to drive to the school you must seek prior approval for this and we may need to place a limit on the amount you can be reimbursed.**

Air

Air travel is increasingly the most economic means of travel if the journey to your school is a long one. Most of our non-UK venues are well served by the budget airlines. Please remember to use public transport if possible between your home and the airport.

Rail

Standard class rail travel is normally the most economic means of travel if booked in advance. Should you choose to book your own travel, timetables and bookings are available from the National Rail Enquiries website: www.nationalrail.co.uk. Please note that first class travel may be used only with the prior approval of residential schools team and only in exceptional circumstances.

Ferry/Eurostar

Ferries or Eurostar may be used if you are travelling to a school outside the United Kingdom and there is no practicable air route. The University will cover the cost of foot passenger travel only. Please remember to use public transport if possible between your home and the ferry/Eurostar terminal.

Driving

Public transport is normally the most economic means of travel, so we would only expect you to drive to your school when it is the more economic option, or when there is no convenient public transport alternative. We realise that public transport is not always practical, but **you must seek prior approval if you are planning to drive to your school** as we may need to place a limit on the amount you can be reimbursed. Where permission to claim mileage is granted, it is reimbursed at 38.5p per mile with an additional allowance for any passengers also engaged in residential schools work.

Taxis

Taxis should be used only for short journeys between your home/the school venue and the nearest rail station. Other taxi journeys will not be reimbursed unless there is no practical public transport alternative. No taxi journey will be reimbursed without proof of purchase.

Travel from overseas

If you live overseas and are travelling to a school in the United Kingdom, please note that full travel expenses will normally only be covered for University associate lecturers undertaking work at residential school. Other staff, external to the University and travelling from overseas, should contact the residential schools team to clarify what expenses will be covered as in some situations only expenses from the point of entry to the UK will be reimbursed.

Extra night's accommodation

Staff working at summer schools will receive a 'Staff accommodation form' from the regional/national centre administering your residential school requesting the details of your estimated arrival time. If you are planning to arrive the day before your module starts you should also notify the module manager. Additional accommodation at OU business school residential schools is available in exceptional circumstances only. Requests should be directed to the residential schools team using the contacts below. It is important that you seek advice regarding additional accommodation before making any travel arrangements.

Travel insurance

The Open University has arranged travel insurance and the cover provides for external journeys (outside insured person's country of residence/domicile) and those UK trips which include either an overnight stay and/or an internal flight. This insurance includes medical cover and also extends to provide coverage in respect of residential school staff. A separate guide *Travel insurance - What you need to know* is available from our website: www.open.ac.uk/residential-school-jobs. You must register your travel details on the Business Travel Insurance Arrangements website (<http://intranet.open.ac.uk/travel-insurance>) to obtain your travel insurance documentation. You will be expected to give assistance as required by the Open University in the investigation of any loss, damage, theft, or in conduct or defence of any claim against or by any third party in connection with your work at the school.

Further advice

Please contact residential schools team:

- by phone +44(0)1908 653 235
- by email residential-school-jobs@open.ac.uk