

# 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/forms/residential07/>

Members of staff are expected to use the most economical means of transport, having regard to the overall cost to the University and member of staff, both in money and time.

### 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](http://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

Staff travelling to residential schools do not need to seek prior approval to travel by car providing that this is the most economical means of travel. If travelling by car it is reimbursed at the University mileage rate with an additional allowance for any passengers also engaged in residential schools work.

**The University does not insure employees' vehicles used for travel during the course of University business. The mileage allowance includes an element for insurance, and you are responsible for making arrangements to cover any business use of your vehicle.**

### 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.

### Extra night's accommodation

If you need to arrive the day before your module starts due to a long or difficult journey, you should notify the Residential Schools Team who will seek approval from the budget holder. Additional accommodation at OU 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:

<http://www.open.ac.uk/jobs/residential-schools/useful-documents/>

Business Travel Insurance details are now provided as part of the Click Travel bookings notifications and include contact details for the Anvil 24/7 Assistance Line:

*The insurance has been arranged with AIG Insurance under Policy Number 0015901880.*

*For medical advice/medical emergency, please call the Anvil 24/7 Assistance Line on 0203 474 4265 quoting membership number: 0148-0275-1799.*

*Claim Forms*

If however you opt to make your own booking, please notify the Residential Schools Team so that we can record your journey and send you the necessary details.

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