**Travel options**

Thank you for signing up to undertake UNISON training!

We are very pleased and hope you enjoy your course.

Please refer to the expenses guidance and forms which are available on our website at [www.unisonwestsussex.org.uk/expenses](http://www.unisonwestsussex.org.uk/expenses)

Most of the time, lunch and refreshments are available free of charge as part of the UNISON course.

Though we all need to travel to the training, and this note is to remind you that wherever possible please try to travel to the training in the most cost-effective way for the branch.

Rail is not always the best option for everybody, but rail is usually the most cost-effective option and where it can be used we encourage it – for environmental reasons too!

We recently had a travel expenses bill of over £200 for one 5-day course in Guildford because the rep drove every day and then used an expensive car parking option. It would have been **significantly** cheaper to get a weekly rail pass for the journey. Not only that, some employers – including WSCC – offer discounts on rail travel, including weekly passes, of 15%. If you want any information on these discounted rates, please search your employer’s Intranet or contact the office – as we would prefer you to travel by rail with a 15% discount than without!

When you must drive, please consider if you can car share with other reps, and/or use Park and Ride options to avoid costly car park charges.

Lastly, if you do incur parking charges, or rail or bus fares – please, always keep the ticket for your expenses claim. Our auditors do require sight of them!

Many thanks, and good luck with your training.

Best wishes

**Dan Sartin
Branch Secretary
4th November 2016**