

••••• Health Business Services (HBS) Official Foreign & Domestic Air Travel Frequently Asked Questions (FAQ)



FREQUENT ASKED QUESTIONS BY HSE STAFF

1. WHERE CAN I GET MY FT1 FORM FOR TRAVEL?

Download a FT1 Form from [HSE.ie](https://www.hse.ie).

2. HOW CAN I SUBMIT MY TRAVEL REQUEST FORM?

You can forward the FT1 form to the contracted travel company with each section completed and signed off by the appropriate authorisation. *See contact details below and also refer to 'Instructions' Tab on FT1 Form.*

3. I HAVE A GRANT AID - DO I NEED TO COMPLETE AN FT1 FORM?

No, completion of a FT1 form is not required. Foreign Travel and accommodation re Continuing Medical Education (CME) Travel claims should be processed by each claimant directly with the contracted travel company subject to the Consultant or employer obtaining the best value price from the contracted travel company. Traveller should inform the contracted travel company they are CME granted. (**Note:** Travel company management fee will be applied).

CME claim should be submitted (together with other relevant and related claims), to each local area supervisor for approval, before being processed for payment via payroll in line with current Travel and Subsistence policies and procedures.

Note: Please ensure you have agreed with your line manager expenses that may or may not be reclaimed on such trips, including all potential ancillary costs, prior to departure. See http://www.hse.ie/eng/staff/Leadership_Education_Development/MET/ed/fin/

4. DOES THE HSE PAY FOR THE FLIGHTS AND HOTEL

The HSE pays for the foreign flights and hotel and domestic flights.

Note: If international accommodation is to be costed to the HSE then it must be booked and confirmed by the contracted travel company. Traveller must pay for accommodation costs on departure from hotel and claim back on return. Confirmation of booking from the contracted travel company will be required.

5. FERRY BOOKINGS THROUGH THE CONTRACTED TRAVEL COMPANY?

Ferry reservations may be booked through the contracted travel company and will be invoiced to HSE.

6. CAR RENTAL BOOKINGS THROUGH THE CONTRACTED TRAVEL COMPANY?

Car rental reservations may be made through the contracted travel company, however, traveller must pay for cost and claim back on return.

••••• **7. RAIL BOOKINGS THROUGH THE CONTRACTED TRAVEL COMPANY?**

Rail bookings should not be processed through the contracted travel company. Traveller must pay for cost and claim back on return.

••••• **8. WHERE CAN I FIND MY COST CENTRE NUMBER?**

This is obtained through your local finance area.

••••• **9. I NEED TO CHANGE MY FLIGHT DO I NEED TO FILL IN A NEW FT1 FORM?**

No, you do not need to send in a new FT1 form, however, you need to e-mail the contracted travel company without delay stating the reason you want to change your flight as this may be a cost to the HSE.

••••• **10. DO I NEED TO FILL OUT AN FT1 FORM FOR EACH PASSENGER?**

No, you need to fill out one **FT1** form and an 'Additional Traveller Addendum' form (see *FT1 form excel download*) detailing all passengers who will travel on the same flight and this will be costed to the cost centre number stated.

Note: Travellers must be HSE employees or official guests of the HSE.

••••• **11. SPECIAL REQUIREMENTS DO I NEED TO LET YOU KNOW?**

Relevant information should be provided on the FT1 form to ensure special requirements are addressed i.e. if you need a wheelchair please outline specific passenger requirements.

••••• **12. WHO IS THE CURRENT CONTRACTED TRAVEL COMPANY?**

Company Name: Club Travel HRG

E-mail: hsetravel@clubtravel.ie

Tel: (01) 5005536

24 hour emergency worldwide (outside normal working hrs) +353 1 6080080

••••• **13. WHAT ARE THE HSE'S TRAVEL INSURANCE ARRANGEMENTS?**

Insured: Health Service Executive

Policy No: **AIG Europe Limited - HGC66855**

Period of Cover: 1/6/18 – 31/5/19

Insured Person: All employees of HSE and official guests of the HSE