



Travel Information Leaflet for Parents or Nominated Parent Representative for Paediatric/Perinatal Hospital Consented Post-Mortem

What is this leaflet for?

The Health and Social Care Board (HSCB), on the advice of your consultant, has approved your travel to Alder Hey Children's NHS Foundation Trust to accompany your baby or child outside Northern Ireland for a hospital consented post-mortem examination. This leaflet provides information on the financial and other assistance you can expect in travelling.

Who Can Travel?

- A Parent(s) or;
- a parent plus one nominated parent representative or;
- If no parent can travel one nominated parent representative.

My travel has been approved, what happens next?

Once the HSCB have been informed that you wish to travel to Alder Hey by your consultant, the **HSCB Patient Travel Team** (0300 555 0116) will contact you as soon as possible. They will liaise with you to book your travel. They will ask you to confirm personal identification details.

How will I get there?

The HSCB will assist you to make the necessary travel arrangements. The HSCB Patient Travel Team will book and pay for:

- Commercial flight or ferry
- Accommodation.

You will need a form of photographic identification to travel outside Northern Ireland. You may require one or other of the following, depending on the airline and airport destination:

- Passport
- Provisional license/full driving license.
- Photographic electoral card

What if I need to stay?

If it is necessary for you and/or your parent representative to stay overnight, accommodation will be provided close to Alder Hey.

What reimbursement can I expect?

The HSCB will provide a daily **subsistence allowance** for food as follows:

- £15 per full day for adults.

If you have to pay for travel by **tube, train or bus** to reach the hospital you will be reimbursed these costs on submission of original receipts.

Private taxi costs if medically necessary will be reimbursed on submission of original receipts. Otherwise, reimbursement will be made at the public transport rate.

If you choose to use your own transport mileage will be given to and from your home address to the hospital at a rate of 35p per mile. If you are travelling via ferry mileage will be calculated based on the distance between your home address and the ferry port and between the ferry port and the hospital.

Airport parking will be reimbursed at long stay on line rate.

Hold baggage will be pre-paid if you are staying longer than 3 nights or if there is a medical reason why you require additional baggage. **Please note:** the requirement for taking baggage must be discussed at the time of booking with the Patient Travel Officer.

When will I receive money for reimbursement of my expenses?

The HSCB aims to process and pay the travel claim within 30 days. Please keep and submit with your claim form all relevant documentation including:

- Original receipts for travel.

Keep a copy of your claim and receipts as we cannot be held responsible for missing/lost claims when posted. Once your claim is approved and sent to the payments team you will receive a letter and full breakdown detailing the amount you will be reimbursed.

Useful Information

Parent(s) and/or their nominated parent representative are responsible for checking all travel documents for accuracy.

Parent(s) and/or their nominated parent representative should contact the airline or sea travel operators before travelling to check for delays or changes to travel arrangements.

The HSCB does not take responsibility for theft or loss of personal belongings whilst a patient travels for treatment.

Parent(s) and/or their nominated parent representative should ensure they leave enough time for the journey to avoid missing flights/ ferries.

The HSCB does not provide cash in advance of travel.

For travel claim forms email: Patient.travel@hscni.net

Patient Travel Office, 12/22 Linenhall Street,
Belfast, BT2 8BS

Tel: 0300 555 0116 (Monday– Friday 9.00 am to 5.00 pm)

Emergency Out of Hours: +44 (0) 7720 593700

Check List

- Photographic ID
 - Passport
 - Driving license
 - Photo electoral card
- Flight Reference Number
- Hand luggage/baggage
- Documentation - please keep boarding passes
- Emergency contact numbers.