

STAFF INDUCTION GUIDELINES

GENERAL INFORMATION

SCHEDULE

The induction is scheduled as follows:

- Saturday 7 June – 12:00 to 19:00
- Sunday 8 June – 09:00 to 16:00

It is a requirement for all campus management staff to be present from the start to the end of the scheduled sessions.

LOCATION

The induction programme including all sessions, accommodation, and meals will take place at Brunel University (Uxbridge, UK). Some important site information is below:

- Address: Brunel University, Kingston Lane, Uxbridge, Middlesex, UB8 3PH
- Check-in location: Student Living (Bishop Complex)
- Check-in time: From 14:00
- Check-out time: By 10:00
- After hours check-in and emergencies: Contact Security (Wilfred Brown building; +441895255786)
- Towels are provided

ACCOMMODATION

Accommodation in ensuite rooms will be arranged and provided free of charge.

Staff may stay for up to two nights between Friday 6 June and Monday 10 June. Staff may check in on Friday or Saturday and check out on Sunday or Monday. If you require a third night, please discuss with us in advance.

MEALS

The meal cycle begins with dinner on arrival day and ends with lunch on departure day.

- Breakfast will be served between 08:00 and 09:00 at the Junction.
- Lunch bags will be collected during breakfast.
- Dinner will be served between 19:00 and 20:00 at the Junction.

All meals provided during your stay at Brunel University are free of charge.

PLUS will reimburse up to £30 for meal expenses for travel days, subject to the reimbursement guidelines below.

TRANSPORTATION

Employees must cover their transportation costs upfront. PLUS will reimburse expenses according to the reimbursement guidelines below. The following items are eligible for reimbursement:

- Flights (must be booked at least 1 month in advance)
- Public transport (standard class)
- Petrol

Transportation costs may be reimbursed as follows:

- Round-trip travel from the London area and other nearby locations – up to £50
- Round-trip travel from the rest of England – up to £125
- Round-trip travel from Scotland, Ireland, and Wales – up to £175
- Round-trip travel from abroad – up to £250
- Petrol will be reimbursed at £0.20 per mile

REIMBURSEMENT GUIDELINES

TERMS

- The guidelines provided throughout this document must be fully adhered to.
- Submission of all relevant receipts is required.
- Submission of Staff Reimbursements Forms is required.
- The figures on the receipts must correspond exactly with those on the Staff Reimbursements Forms submitted.
- PLUS will not provide reimbursement if you breach the terms of your contract or leave your employment before the end of your contract.

PROCEDURES

To claim reimbursement for your expenses, please follow the procedures below.

- Photograph, scan, or screenshot every receipt.
- Complete a Staff Reimbursement Form for each receipt – [click here](#) to access the form.

TIMELINE

Reimbursements will be processed through payroll in your final month of employment.