

BAS Policy

Title: PERSONAL ACCOUNT UNDERTAKING

1.1. Policy Background:

This policy is intended as instructions for completion of the Personal Account Undertaking and to explain the workings of the Personal Account System.

There are no banking/cash facilities on the ships or stations. Instead, a Personal Account system is provided for all personnel travelling south. The account is used for shop, post office or bar purchases. **Please note the new changes to the Cash Advance Policy.**

The Personal Account System relates to the above transactions only. Any costs associated with Travel & Subsistence and expense claims are to be dealt with separately. The staff members/external personnel themselves are responsible for the settlement of their own Personal Account debt. It is not the responsibility of the employer. **All AEP staff members and External Visitors must register their credit/debit card details in WorldPay before departure to be able to use the Personal Account facilities.**

1.2. Management:

All individuals travelling on British Antarctic Survey (BAS) vessels or working at BAS research stations in the Antarctic are required to do the following before leaving the United Kingdom:

- Complete a Personal Account Form
- Register card details with World Pay (all AEP staff members and external visitors)
- Complete Card Details Form on the SDA (Agency mariners)

Personal Account facilities will not be set up if the above are not complete.

- Details of charges to the Account are held on ship or station. All expenditure should be confirmed by the signature of the relevant personnel
- Personal Accounts will be settled as per below:

	BAS Staff Members (including AEP and Mariners)	Summer Visitors (including BASMU staff members)	Agency Mariners
Collection Method	Monthly salary in arrears	Monthly from card registered with WorldPay	Monthly from debit/credit card registered with SDA purser

Note that the debit/credit cards of BAS staff members will only be charged (via WorldPay) following notification from BAS Finance for amounts that cannot be offset from final salaries.

- Personal Account Statements for External personnel will be e-mailed as and when requested during time down South, and a full statement will be sent after they have returned to the UK for reference. These will be sent to their personal e-mail address supplied on the personal account form. Individuals are advised to check these statements and raise queries with Finance if needed.
- Payslips for AEP staff members will be emailed from UKSBS by the last working day of the month where personal account balances relating to the previous month will be shown
 - Please contact the BAS Personal Accounts Manager (paccounts@bas.ac.uk) if either the statement or payslip is not received by these dates

1.3. Recovery of Personal Accounts:

- Outstanding debts with BAS from previous trips must be cleared in full before anyone is permitted to return South. If not the Station Leaders/Ships' Masters will also be advised and a 'hold' will be placed on the account
- Credit Balances: reimbursements of any credit balances on Personal Accounts will be arranged after your time with BAS has finished. You will be contacted if this is the case.

1.4. Further Details:

Please refer to the following classifications for Personal Accounts along with the relevant information regarding its management:

BAS-employed Mariners: Although mariners are not given individual personal accounts, all individual transactions are recorded. The total amount of Personal Account debt will be recovered from monthly salary.

BASMU staff: Wintering BASMU staff will be advised monthly of the amount of Personal Account debt and requests will be made to clear the account.

AEP staff: Personal Account debt will be recovered from monthly salary. If there is still an outstanding balance at the end of their time in Antarctica, then a statement will be sent with a request for their review. The credit/debit card will be charged once the personnel agrees with the outstanding amount.

External Visitors. Visiting scientists, Contractors etc. (i.e. not employed by NERC/BAS). Statements will be sent for review and Personal accounts debts will be cleared on a monthly basis in consultation with the cardholder (using the card details registered on WorldPay). Personal account facilities will be unavailable until card details are registered with WorldPay.

1.5. Cash Advance:

At least Six (6) week notice is required for any request(s) for a cash advance, and the maximum amount cannot be more than £150 or equivalent in USD or EUR.

Please note that as part of the Personal Account system, cash advances will no longer be available for **Agency Mariners and external visitors.**

1.6. Resource:

The Personal Account Form and Policy Notes are available electronically, on the BAS Finance department page on the Intranet and BAS website:

<https://nercacuk.sharepoint.com/sites/BASDigitalwmod-finance/sitePages/Finance-Policies.aspx>

<https://www.bas.ac.uk/for-staff/polar-predeployment-prep/intro-guidelines-and-forms/>

1.7. Contact:

paccounts@bas.ac.uk or:

Ben Brenton, Assistant Management Accountant; Tel: 01223 372696

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Approved and reviewed by: Sadia Karim
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Approved and reviewed by:

Next Review Date:

PERSONAL ACCOUNT FORM

To be completed by all individuals before travelling on a BAS vessel or visiting a BAS research station.

Please fill in this form (signed and dated) and return tono later than four weeks before your departure.

All queries relating to Personal Accounts should be directed to:

Ben Brenton, Assistant Management Accountant Tel: 01223 372696
Email:paccounts@bas.ac.uk

BAS undertakes to maintain a full record of your account showing all expenditure and payments, supported by sufficient explanation of each movement.

Please tick **one** box only:

AEP Staff BASMU Staff External Visitor Contractor Mariner BAS/NERC Employee

Title:
Name:
Address:

Postcode:
Email address:
Contact phone number:
Date of Birth:

Please ensure that you carefully read and understand the information contained in this document

- Once you have completed and returned this form, you will be sent an email (to the address provided above) with a link to WorldPay for you to register your card details.
- These details will be used to clear personal account debt according with the following classification:
 - AEP Staff: Personal account debt will be deducted from your salary a month in arrears. Any remaining debt after your contract has ended will be cleared using card details registered with WorldPay. You will be sent a statement before any payment is taken.
 - External Visitors: Personal account debt will be cleared on a monthly basis using the card details registered with WorldPay. You will be sent a statement before any payment is taken.
 - BASMU Staff: BASMU staff will have their personal account debt cleared on a monthly basis using the card details registered with WorldPay.
 - BAS/NERC Staff: Personal Account debt will deducted from your monthly salary
- Once Personal Account statements have been sent, cards will be debited after 14 days
- Any overpayments will be refunded
- This information will be held in the strictest confidence. By signing this form, you are giving permission to BAS to charge your card with Personal Account debts as described above

Signature: _____

Date: