

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.***

We advise to bring a card/cashless payment option as this would be our preferred method on station, where available.

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)

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	All purchases on-board will be made with card/cashless payment only.

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 on a monthly basis, no later than the second week of the following month. These will be sent to their personal e-mail address supplied on the personal account form. Individuals are advised to monitor their monthly expenditure carefully.
- 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://ishare.apps.nerc.ac.uk/basintranet/PeopleAndTeams/finance/all-staff/manage-personal-accounts/Pages/default.aspx>

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

1.7. Contact:

Ben Brenton, Assistant Management Accountant

paccounts@bas.ac.uk; Tel: 01223 372696

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