

ADMIN NOTICE 09/05

Personal Accounts and Personal Credit/Debit Cards

This notice supercedes Admin Notice 15/03

The purpose of this Notice is threefold:

1. To inform Non-Nerc Visitors that they can now make arrangements to settle their personal account debts via Credit/Debit card.
 2. To Inform those people planning to undertake independent travel (following Antarctic duty) that they must ensure they carry adequate means of payment for flight booking accommodation etc..
 3. To confirm procedures for drawing cash.
-
1. Visitors who wish to settle any debts arising with BAS during their period of Antarctic duty can use their Credit/Debit cards. To do this please fill in the Credit Card form (you can find this on <http://www.antarctica.ac.uk/Antarctic-Visitors/>) prior to departure in hard copy format. Do not send via email, as this is an insecure route.

Card holders will be sent a statement showing the total of expenditure, cards will be debited automatically 14 days after statement date. Any overpayments taken arising from queries will be refunded.

2. Credit/Debit cards are generally accepted in the Falklands Islands and South America, but please be aware, for those who wish to undertake independent travel, paying by credit/debit card can incur charges when booking flights and withdrawing cash from the bank. There are no charges for paying by cheque. The other alternative is to use the Internet banking services to make a payment for flights etc. Personal Bookings of this nature will not be made on your behalf by BAS.
3. In exceptional circumstances it may be possible to draw some cash from the Ships Master or Stanley Office.

In Summary please remember to take your credit/debit card and cheque book.

Andy Cavanagh
Head of Finance

June2005