

## **PERSONAL ACCOUNT UNDERTAKING – GUIDANCE NOTES**

These notes are intended as a guideline both for completion of the Personal Account Undertaking (PAU) and to explain the workings of the Personal Account System.

The Personal Account System refers to personal expenditure only. Any travel costs, accommodation costs, T&S claims etc. are dealt with separately by other Sections within BAS. **You are responsible for the settlement of your Personal Account debt. It is not the responsibility of your employer.** In the case of Visitors who do not leave credit/debit card details, any default payment will result in the named institution being approached.

Payments of account balances are taken using WorldPay. This is an online payment processing company that we use. Once your personal account form has been completed and returned to BAS you will be emailed a link to enable you to register your card details. This is a secure system and we have no access to the information you provide. By completing the registration of your details an agreement is set up to allow us to take payments as required.

There are no banking facilities on the ship or stations. Instead, a Personal Account system is provided for all personnel going south. The account is used for expenditure of bar bills, shop or post office purchases, cash advances and sales between personnel. The Personal Account Forms and Guidance Notes are available electronically, in the BAS Finance department page on the Internet. Once a month a statement is produced listing all transactions.

Details of charges to your Account are held on ship or station. All expenditure should be confirmed by your signature. Payslips for BAS staff will be emailed by the last working day of the month. If you do not receive either your statement or payslip by these dates please contact the Personal Account Manager.

All individuals travelling on British Antarctic Survey vessels or serving in the Antarctic with BAS are required to complete a Personal Account Undertaking before leaving the United Kingdom. If the Undertaking is not completed Personal Account facilities will not be set up and you will be required to ensure you have the means to make full settlement of all personal expenditure debt incurred before returning to the UK. Any queries in respect of Personal Accounts should be addressed to:

**Mr Julien Fynn, BAS Personal Accounts Manager**  
**British Antarctic Survey, High Cross, Madingley Road, Cambridge, CB3 0ET**  
**Tel: 01223 221491** or: [julnn@bas.ac.uk](mailto:julnn@bas.ac.uk)

- **Outstanding debts with BAS from previous trips must be cleared in full before being permitted to travel South again.**
- **All Personal Accounts have a credit ceiling of £500 per month**
- **Credit Balances: reimbursements of any credit balances on Personal Accounts will be made directly to your Bank Account.**
- **You are advised to monitor your monthly expenditure carefully.**
- **Personal Accounts will be monitored regularly and individuals advised when they are approaching their credit ceiling. If the ceiling is broken then you will be contacted to request payment of your account balance.**

To avoid confusion these are the various classifications for Personal Accounts along with the relevant information regarding its' management:

Mariners.: Although mariners are not given individual Personal Accounts the database will record individual transactions. **The total amount of the Personal Account debt will be recovered from monthly salary.**

Agency crew/Cadets.: You are required to register card details with WorldPay and your account will be cleared on a monthly basis.

BASMU staff. Wintering Medical Officers are advised to appoint a Power of Attorney to deal with financial affairs whilst in the Antarctic. Wintering BASMU staff will be advised monthly by the Personal Accounts Manager of the amount of Personal Account debt and requests will be made to clear the account. BASMU staff are required to register card details with WorldPay to enable us to take account payments.

Secondments. Individuals seconded from the armed services or from the Met. Office. These personnel are required to register card details with WorldPay to enable us to take payments of account balances. Statements will be emailed and a request made to clear the account. **Military personnel need to be aware that, should you fail to settle your account we will approach your Commanding Officer to advise of the debt.**

Summer Only contract staff.: **The total amount of the Personal Account debt will be recovered from monthly salary.** At the end of the tour any remaining debt will be cleared using card details provided before you travel to the Antarctic. You will be sent a statement of your account before any payment is taken.

Summer Visitors. Visiting scientists etc., not employed by NERC. Visitors are required to register card details with WorldPay to enable us to take payment of account balances. We request this in lieu of having access to your salary to recover debts. When your visit is finished you will be sent a statement and a request made to clear the balance. Should you fail to settle your outstanding debt within the requested timescale, then your institution will be approached for payment. Any account in credit will be duly refunded.

**Please look at the following notice on the BAS Internet.**

**Admin Notice 09/05: Personal Accounts and Personal Credit Card.**