

## Rail Staff Travel - Travel Irregularity Report

This form is to be submitted to Rail Staff Travel within 24 hours of travel irregularity being committed.

Please also attach the card/s involved that have been used (where the card cannot be returned, please ensure a photocopy of the card/s are attached).

Once completed, please send a copy of this by email to [travelirregularities@raildeliverygroup.com](mailto:travelirregularities@raildeliverygroup.com)

**By not following these steps, it may allow individuals to continue receiving and using their staff travel facilities and potentially the individual to continue using them fraudulently.**

<b>Name of Individual</b>	
<b>Name on Card/s</b>	
<b>Card number/s</b>	
<b>Reporting Officer/s Name</b>	
<b>Reporting Officer's Contact Details (mobile/email address)</b>	
<b>Name of the TOC where Incident occurred</b>	
<b>Date of Incident</b>	
<b>Location of Incident</b>	
<b>Summary of Incident</b>	
<b>Any further details to help RST with this Incident</b>	

- A travel irregularity form needs to be submitted to RST within 24 hours of the incident occurring.
- Please note the information provided on this form is only used by RST and is not forwarded on to any other party.
- Should you have any queries please contact the TI team at RST on 0800 652 1700.