

# Tips

- It is cheaper to use an Oyster card when using buses and tubes in London. Visit [www.tfl.gov.uk](http://www.tfl.gov.uk)
- Nearest underground stations to GOSH are Russell Square and Holborn
- GOSH is 15 minutes walk from Kings Cross, St. Pancras and Euston stations
- Buses 7, 8, 25, 68,91,98,168,188,242 and 521 are a short walk away from GOSH. Low-floor, wheelchair accessible buses run on all routes.
- Nearest NCP car park is located at 112 Southampton Row – 450 spaces: £6.00 for 2 hrs, £10.00 for 4hrs, £25.00 for 12hrs and £7.50 overnight (in after 18:00 out by 06:00)
- And Bedford Hotel located at 83-95 Southampton Row – 40 spaces: £4.00 for 2hrs, £12.00 for 6hrs, £16.00 for 12hrs and £18.00 for 24hrs.
- In some circumstances you may obtain a parking permit from the main reception. Limited parking on Guilford Street only. Permits cannot be issued in advance. Parking is very difficult indeed! We have very few spaces to allocate.
- Penalty charge notice enquiries (PCN): 020 7974 4444  
OR Contact Camden Parking Services London Borough of Camden, P.O Box1105 Northampton, NN3 0EB  
<http://camden.gov.uk/ccm/content/transport-and-streets/parking/contact-parking-services.en>



# How to get your fares reimbursed



## Healthcare Travel Cost Scheme Instructions and guidance for NHS

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Ref: 2014F1590  
Compiled by the Travel Office in collaboration with the Child and Family Information Group.

Office hours: 10 am to 4:50 pm, Mondays to Fridays-closed on Bank holidays. Tel : 020 7813 8152  
Great Ormond Street Hospital  
for Children NHS Foundation Trust  
Great Ormond Street, London WC1N 3JH  
[www.gosh.nhs.uk](http://www.gosh.nhs.uk)

**Great Ormond Street Hospital  
for Children NHS Foundation Trust**

# Can I claim my fares?

Do you get:

- Income Support?
- Income based Jobseekers allowance?
- Pension Credit Guarantee Credit?
- Income based ESA?
- Are you named on a NHS tax exemption certificate?
- Are you on low income and named on certificate HC2 or HC3?

## Yes

- You may be entitled to claim your fares
- Ask the clinic or ward to complete a green claim form for you – then take it to the travel office

## No

- You are not entitled to claim your fares from GOSH
- If you feel you are on a low income, you may claim using HC5(T) and HC1 forms – ask us or your local job centre

# You must have proof of benefit

- We must see proof of your benefit from the Department of Works and Pensions. We need to see all pages of your document  
**Dated within 3 months of your visit to the hospital**
- We must see all tickets and travel receipts  
**Keep these safe**
- We reimburse only the cheapest form of public transport, e.g. Coach, Tram, Train, Tube or Bus  
**Buy off-peak tickets in advance**  
**A Rail card is also useful**
- We only reimburse fares for one adult and the patient  
**If more than one adult attends, the patient's clinical need must be signed off by the medical team**
- We can only reimburse the person who is the named recipient of the benefit  
**With your document and your written permission, we may be able to pay someone else on your behalf**
- You have 3 months from the date of your visit to claim your fares  
**You may request a postal claim form**
- We cannot reimburse travel costs for patients travelling from Scotland and Ireland  
**Contact your Local Health Authority**
- If you are travelling by private car with the patient, the mileage will be calculated using Multi-Map™  
**We need to have your most recent petrol receipt**

# Great Ormond Street Hospital is within the Congestion zone!

- Congestion Charge (CC) pay-ment made online must be done via the official TFL web-site  
**Congestion charge (CC) payment must be made via the official TfL website – it costs £10.00 per day.**
- You may claim (CC) If the patient has a compromised immune system, require regular therapy or assessment or require regular surgical intervention  
**AND**  
Be clinically assessed as too weak or disabled, to travel to the hospital on public transport  
**Request a (CC) claim form**  
Section 2 of your claim form must be authorised by the clinical team. We need to have the TfL official receipt or reference number. Please note: we will not reimburse late charges or 'auto pay'.
- If you are travelling by the community transport or car scheme, section 2 of your claim form must be authorised  
**We need to have the official receipt.**

