



colpitts

Travel & Expense Management for Clinical Trials



Specialist Clinical Trials Services

With more than 10 years of experience providing first class service and travel support to the biotechnology and pharmaceutical sectors, Colpitts World Travel is ideally placed to meet all your patient travel needs.

Specialising in confidential co-ordination of subject travel and expense management for Clinical Studies, we can help you make your drug approval process seamless. Whether you need travel, accommodation, ambulance charter or special care and assistance, we have the expertise to meet your needs efficiently.

Our dedicated agents are among the most experienced in the industry and have extensive training in international fare construction. They will make sure the booking is stress free for your subjects and will prompt them to make sure they get all the help they need with wheelchairs, prepaid baggage and other special requirements.

Additionally, we have a proven history of providing efficient and effective solutions to reduce CRO/Investigator administration. By looking after the processing and payment of subject expenses your team are free to focus on running clinical trials.

We also understand the need for confidentiality so we will set up accounts that can be charged using passwords. We change all subject names to ID codes and study numbers so that any reports you receive are completely FDA, MHRA and EMEA compliant.

With membership of national and international consortia, we can negotiate reduced fares and worldwide services. Our strategic alliance with GlobalStar combines local service expertise and experience, cultural sensitivity, enormous buying power and true global reach. All helping to reduce your costs and increase your efficiency.

Let us look after the logistics so that you can focus on your subjects and your clinical trials.

**leading the way
in travel and
expense management
for subjects attending
clinical trials.**



Our services include:

Air travel with special care assistance

Particularly useful for subjects with disabilities or limited mobility or those who need oxygen or wheelchairs, Colpitts Corporate Travel agents liaise with subjects and airlines to make this daunting experience as simple and comfortable as possible.

Prepaid baggage services

If subjects are travelling with special equipment or need extra baggage allowances, we can pre-book and pay for the extra space. This avoids delays and unexpected expenses at the airport.

Travel from home to airport or clinic

We will help you find apartments and lease cars for subjects who need to relocate. We can also help with shipping and even sort out pet care.

Paying subject expenses

To make sure subjects have a smooth transition directly from home to the airport or clinic, we book private cars or taxis and arrange for the bills to come to us.

Air ambulance charter

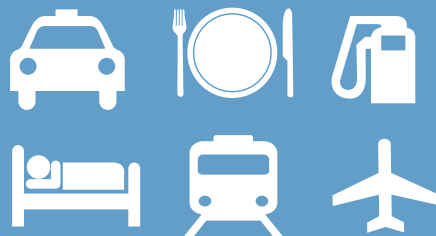
We use air ambulances when subjects need specialised medical care, either in an emergency or non-emergency situation. Subjects are supported by a highly-trained medical crew equipped with advanced life-support systems and proper medications to make sure they are transported safely and efficiently.

Road ambulance charter

We use road ambulance transfers to make sure that subjects get the best medical care and do not suffer unnecessary discomfort.

Relocation support

We will help you find apartments and lease cars for subjects who need to relocate. We can also help with shipping and even sort out pet care.



Accommodation services

Colpitts World Travel is affiliated with THOR2 and ABC Corporate services, two of the largest travel network consortia in the industry. This means we can offer our clients specially-negotiated rates and substantial savings from hotels throughout the world. Subject accommodation expenses can be billed to Colpitts to be allocated to the appropriate trial budget. We will liaise with local hotels to make sure that they can accommodate special accessibility needs and provide adjoining rooms if they are required.

Apartment rental

Trials often need accommodation for lengthy periods. Using apartments can be cheaper and more comfortable than hotels. We can source apartments, organise leases and pay rents.

Babysitting and nannying services

It is not often easy for subjects to find the support they need at home when attending a trial. We can organise babysitting and nannying services so parents can leave the children in good hands.

Paying subject stipends

Subject to local taxation laws we can also make payments of subject stipends.

FDA and MHRA compliant management reporting

Working between your organisation and your chosen CRO, Colpitts will set up accounts with local suppliers that the CRO can then charge by using passwords we have given them. The bills are sent to us and we change the details to make sure that the reports you see will meet the standards needed for sponsoring companies and regulatory authorities such as the FDA, MHRA and EMEA. Subject information and travel arrangements are totally confidential with reports only showing subject id and trial codes.

Compliant billing services

When we bill you, we make sure that the details are compliant with FDA, MHRA and EMEA rules. We change subject names to ID codes, add study numbers and dates of attendance at clinics. We will charge your credit card so that all passenger data is protected.



How does it work?

Travel & relocation services

Subjects (or caregivers) can call our team of dedicated agents to organize every detail.

Our agents are available to book their travel, accommodation and ground transportation.

We are also available to discuss any special assistance and relocation support services they require.

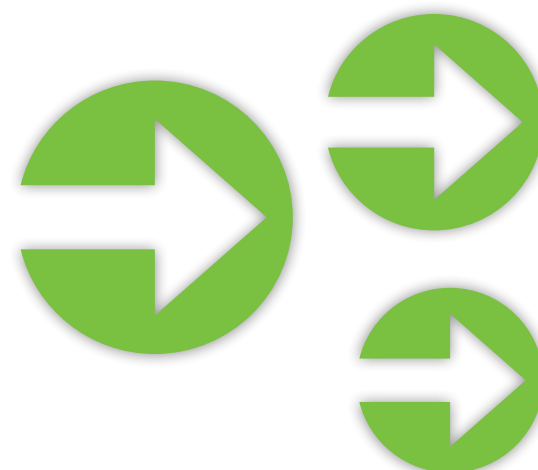
Expense reimbursement

Subjects (or caregivers) can submit their expense forms and receipts directly to Colpitts for approval and reimbursement.

Reimbursement payments will be made by bank transfer and are usually paid two weeks after we receive subject's paperwork.



Contact details



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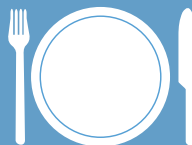
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