

Travel, Transport and Expenses Policy

**Starfish 9 Ltd. Travel, Transport & Expenses
Policy 2022-Issue 3**

(Last Review Jan 2022 - Next Planned Review Jan 2023)

Travel, Transport and Expenses Policy

What this policy covers

This company travel policy outlines our provisions for company-related travel and expenses. We'll explain which expenses we'll reimburse and how. We'll also give instructions to our employees to track their expenses correctly when traveling.

This policy applies to all our employees. In this policy, we refer to 'travel' meaning a business trip to a different city than the one you're in.

This policy doesn't refer to normal traveling to and from the office daily for work. We reimburse commute expenses based on each employee's contract or agreement with the Company.

Policy elements

As our employee, you may need to travel for company purposes. This includes trips to:

- Meet with clients or partners.
- Attend site meetings, events, conferences, where you'll represent our company.
- Visit our company's offices in other locations.

For this kind of travel, we'll reimburse transportation and accommodation expenses, as well as agreed daily allowance.

Travel expenses

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly reimbursable include:

- Accommodation
- Air, train, ship or other transportation fares
- Local transportation during trips (taxi fares, rental cars etc..)
- Please note rental cars range for medium car (Manger) to large automatic car (Senior Manager/Director).
- Other minor or per diem expenses that have been approved by an employee's manager (e.g. meals, business material)

Minimising expenses

We want to avoid overspending or unnecessary costs. We may contract hotels and agencies to get the best possible prices. We'll also aim secure the most reasonably priced option available. For example, we prefer booking plane tickets in economy class, unless there is reason for upgraded travel.

Non-reimbursable expenses

We won't reimburse the following:

- Expenses incurred by spouses or other non-employees who accompany our employees on their travels
- Un-authorized service upgrade (e.g. business class or hotel rooms)
- Personal services (massages, beauty treatments etc..)
- Personal purchases (gifts, clothes etc..)
- Lost personal property (e.g. luggage)

This list is not exhaustive. Please ask Office Manager about reimbursable expenses before you go on a business trip.

Work related expenses

This category includes expenses that are related to an employee either in the form of a benefit (e.g. business phone) or entertainment expenses that may occur in a business setting (e.g. professional dinners with clients or colleagues.)

Spend limit must be agreed, and Senior Manager/Director should approve them in advance. If you spend more than the approved amount, you must cover the extra cost yourself.

We won't reimburse the following work expenses:

- Unauthorized or unscheduled business meetings with clients, partners or job candidates
- Fines incurred while driving a company vehicle
- Non-business subscriptions/ training
- Personal trips

This list is not exhaustive. Please ask Office Manager about reimbursable expenses before you submit a claim.

Procedure for work related trips

When you plan to go on work-related trips, Office Administration Department will typically arrange for most of your accommodation and transportation costs and document these expenses. You need to:

- Document any expenses that our company hasn't directly arranged for (e.g. taxi fares.) Please ask for bills and receipts whenever you can. You must fill in expense form and submit to Office Manager.

Only Senior Manager are responsible for approving expense claims. If your manager approves your expenses, you will receive your reimbursement within agreed time scale which will be produced by the Office Manager.

When you incur work-related expenses, you should:

- Ask for your manager's approval.
- Submit an expense claim. Please submit receipts and bills for business dinners and transportation by agreed time scale.

We'll investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, we may take disciplinary action

Rules for travel

Travel should be planned as far as possible in advance to take advantage of cheaper fares and allow flexibility in the time of travel to obtain best value for money.

All employees are expected to take the most cost-effective means of travel available.

If travelling around London, we will reimburse the cost of Oyster travel for individual journeys.

Your travelling arrangements should be planned and considered carefully before booking any mode of transport. For example if it is cheaper to take a car than to take the train then this should be considered as the preferred option. Likewise, it may be cheaper to travel by train than to drive.

Rail

Rail travel will normally be in Standard Class. However, if the journey will last for more than 3.0 hours and you will need to work on the train, First Class travel may be purchased providing it is approved in advance by a Director.

Please note that a fare can be much cheaper if two single tickets are purchased rather than a return ticket. All tickets should be purchased as soon as date of travel is known to reduce cost of travel.

Car

When in receipt of car allowance & fuel card, employees must use their own vehicles for approved business purposes unless it is impractical, or a faster and cheaper alternative can be arranged. An employee must produce evidence of insurance documents and agree to a license check. The insurance documentation must cover business usage.

See Part one of this document for mileage declaration.

Car Hire

All hired vehicles for business require prior approval from a Director or Head Office Administration Department and normally a vehicle with the lowest practical engine capacity should be hired. Current limits agreed Category B vehicles between £35:00 to £60:00 per day.

Claims for fuel supplied for the hire car should be accompanied by receipts and show suitable deductions for any private mileage

Taxis

Taxis should be hired only where public transport is unavailable or when there are special circumstances such as significant inconvenience, unfamiliar locations, or when staff are carrying heavy or bulky packages or luggage, safety issues, or reasons of economy, e.g. a group of people when combined public transportation costs would be higher.

Wherever possible taxis or mini-cabs should be pre-booked at a fixed rate.

Taxis for journeys home may only be used in exceptional circumstances and with the agreement of your Director, Senior Manager or Office Manager.

Air

The company standard is Economy Class. Flights should be booked through Head Office. When this is not possible (eg out with normal hrs), employees should find a competitive deal with operators before booking tickets, including low cost carriers or discounted tickets.

Accommodation

All accommodation must be booked through Starfish Administration Department. Employees who are required to stay away overnight may stay in accommodation up to a maximum of £120 per night inclusive of VAT and includes breakfast.

Excluding breakfast, employees travelling on business may claim for a maximum of £20 for meals in a twenty-four-hour period. All expenditure must be supported by receipts and you may not carry over any part of this unspent allowance to another day.

Employees may claim for two alcoholic beverages such as a glass of wine or pint of beer (or soft drinks to a similar value) with their evening meal. No other alcoholic drinks may be claimed for.

If an employee stays with friends or family when travelling on business, he/she can claim £15 for bed and breakfast using standard expense claim procedures.

Entertainment

All entertaining must be on a modest scale. The names of all persons entertained must be listed when seeking reimbursement of expenses. No reimbursement will be made without this list. Alcohol must be kept to a reasonable level.

Use of expensive restaurants is to be avoided wherever possible. If there are pressing reasons for using a high tariff restaurant, prior authorisation from the Director must have been obtained and the reasons noted on the expense claim form.

Working lunches are not reimbursable for employees entertaining each other, except when it is necessary to order sandwiches or similar food during seminars and meetings.

An employee may take a colleague who is visiting from another country out to dinner with a Directors prior consent providing the cost does not exceed £25 per person and the alcohol is kept to a reasonable level.

Name: John Jessimer

Signed: 

Position: Managing Director

Date: 7 January 2022

