



## **EXPENSES POLICY**

The Company will normally reimburse employees in respect of any expenses wholly, necessarily and proportionately incurred in the course of their work. The Company reserves the right to refuse to pay an expense claim where the expenditure is unreasonable or unnecessary.

Claims for business mileage must be supported by a completed Business Mileage Record form, giving full details of the journeys involved.

Any special ad hoc arrangements made to suit particular circumstances will not be considered to set any form of precedent.

Claims will be reimbursed provided:

- they are reasonable;
- they are backed up with receipts; and
- the appropriate documentation has been completed.

**Cars:** Mileage at the rate notified and in force. All necessary parking costs.

**PLEASE NOTE:** Employees are responsible for any fines or penalties they incur.

**Trains:** Second class fares.

**Accommodation:** Hotels - cost of room and breakfast.

**Meals:** Whenever necessary and reasonable while on authorized business.

Employees are required to use the most cost-effective transport methods and routes in conducting business.