

TRAVEL AND EXPENSES POLICY

1.0 Policy Statement

The company will reimburse all reasonable expenses where required for employees to undertake their duties properly and safely on behalf of Keepmoat. Where employees incur reasonable and unavoidable costs while undertaking business activities, the company will provide appropriate reimbursement in line with this policy.

2.0 Scope

The objectives of this policy are to:

- ▶ Set out the company rules regarding the booking and reimbursement of Hotels and Travel expenses incurred as part of company business
- ▶ Set out the company rules regarding the expenditure and claiming of funds associated with genuine business expense

This policy applies to all employees working at all levels and grades (whether permanent or fixed term).

3.0 Roles and Responsibilities

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and where appropriate are given adequate training on it. Communication on this policy forms part of the induction process for all new employees.

4.0 Policy

4.1 Travel

Rail Travel

Travel via rail will be booked by the employee and reclaimed through the standard Keepmoat expense claims process (accompanied by all relevant receipts). Employees are expected to travel standard class, and where possible employees should seek to avoid the extra expense incurred through booking "open return" tickets.

Exceptions to this rule should be:

- ▶ Open Return tickets should be used where the business need justifies any additional expense
- ▶ Where First Class travel is available at a cheaper rate than standard class, then First Class can be booked
- ▶ Where the distance travelled (100 miles +) and/or the hours of travel warrants a First-Class ticket

These exceptions will be reviewed and challenged as appropriate by Group Finance/Regional Management.

Air Travel

Travel by air is permitted where there is a financial saving or a material saving in time. All air travel must be standard class and booked by the employee and reclaimed through the standard Keepmoat expense claims process (accompanied by all relevant receipts).

Taxi

It is recognised that travel via this means may be necessary in the following circumstances:

- ▶ Where no other form of transport is available
- ▶ Where equipment or heavy baggage is being carried for business purposes; or
- ▶ Where there is another genuine need and is agreed with the individual's line manager

Taxi expenses must be reclaimed through the standard Keepmoat expense claims process.

4.2 Accommodation

All accommodation must be booked by the employee and reclaimed through the standard Keepmoat expense claims process (accompanied by all relevant receipts).

The company requests employees and management consider the necessity for accommodation against these general criteria:

- ▶ Unreasonable travel time/distance – as a rule more than 2 hours and/or 100 miles
- ▶ Poor weather/personal strain of travel
- ▶ Visiting sites on consecutive days

It is accepted however that managers and staff should exercise a degree of personal judgement based on the individual circumstances that prevail when making the decision on whether overnight accommodation is required.

It is at the discretion of the employee how and where they book the accommodation as long as they are booked within the caps, which have been set as follows;

- ▶ £100 for hotels outside London
- ▶ £150 for hotels inside London

Where possible accommodation should be booked with breakfast included. It is recommended that employees take advantage of 'Meal Deals' for example Premier Inn.

Any exceptions will be reviewed and challenged as appropriate by Group Finance/Regional Management.

4.3 Subsistence

All subsistence and other expenses must be submitted to Access (accompanied by all relevant receipts), authorised by a line manager, and submitted to Group Finance within 3 months of the expense being incurred. Any expense claims submitted outside of this period will only be reimbursed under exceptional circumstances.

Meals with overnight stay

The cost of meals will be reimbursed providing they are authorised in advance, reasonable and supported by receipts, or included within the hotel booking. The evening dinner allowance should not exceed £25 per person without prior approval. The breakfast allowance should not exceed £7.50 per person without prior approval. It is recommended that employees take advantage of 'Meal Deals' for example Premier Inn.

Other subsistence

The cost of other subsistence, including lunch will only be reimbursed with manager approval. Keepmoat does not expect to pay for breakfast lunches and incidental drinks and snacks. However, line management discretion should be applied based on individual circumstances e.g., early morning travel.

4.4 Other Expenses

Toll charges (e.g. Congestion Charge/M6 Toll/Dartford Tunnel)

Where toll charge costs are incurred as part of the business day, this should be claimed via the expense route. Where receipts are available these must be submitted. Where a receipt is not issued, the expense claim must clearly state the name of the toll gate and the details of the charge, i.e. date/time/journey.

Car parking charges

Where costs are incurred as part of the business day, these should be claimed via the expense route. All parking tickets must be retained for this purpose. All employees are expected to choose the best available rate at the time of parking.

Parking fines and motoring offences

The company will not reimburse or bear the cost of parking fines, penalties for non-payment of congestion/toll charges or fines for any other motoring offences incurred by an employee driving their own or company vehicles. This is irrespective of whether the fine was incurred during business.

Oil for company cars

All costs for oil for company cars can be reclaimed via the expenses route, provided receipts are kept for this purpose. However, the costs for oil cannot be claimed for private vehicles/cash allowance vehicles.

Business mileage

Please refer to the Company Car and Cash Allowance policy for all information relating to mileage reclaim.

Incidental Personal Expenses

Expenses for products and services for personal use that are not essential for business purposes, such as newspapers, television, and video charges, will not be reimbursed.

4.5 Corporate hospitality/ business entertaining/ networking events

Any employee who carries out entertaining on behalf of the business and claims expenses must include the following information on the appropriate expense claim:

- ▶ Date of event;
- ▶ Purpose of event;
- ▶ Business need for event;

- ▶ Name of client/business partner and company details;
- ▶ Names of all company employees attending - both Keepmoat employees and those of the external business partner;
- ▶ Any additional costs e.g. rail fares, taxi, hotel bills. If an employee incurs these costs through another payment method e.g. invoice, cheque request form, the above information must also be provided.

Employees must read the company Anti-Bribery and Corruption Policy to ensure that any entertaining does not constitute a breach of this policy.

4.6 Mobile Phones

If an employee has a company mobile phone, they are allowed to claim reasonable personal use of the phone. The Mobile Phone Policy outlines this in more detail. Excessive use of the phone will mean that you may have to repay monies to the company and may result in disciplinary action.

4.7 Professional fees/subscriptions

In line with the Learning and Development Policy, the company will reimburse yearly membership fees of one directly relevant professional body per employee. Further memberships will be at the discretion of the region/central services function.

4.8 Eye tests

Payments for eye tests are available if you regularly use a visual display screen in the course of your employment on receipt of the completed eye test form.

The company will contribute up to £75 towards the cost of glasses within a two-year period, if the prescription has altered, on receipt of the completed eye test form.

Flu jabs

This annual benefit is for all our people that are not currently eligible for a flu jab under the NHS. If you would like a private flu jab, the company will reimburse the cost to you. This offers you a convenient and flexible option to get a flu vaccination at a time to suit you without visiting your GP.

To claim back the cost, complete an out-of-pocket expense complete the expenses form attaching the valid receipt and ask your Line Manager to approve this.

This cost will be reimbursed to you and will show as expenses on your payslip.

4.9 Payment of Expenses

You must obtain a VAT or non-VAT receipt for all claims.

Expenses will be paid upon a completed and approved expenses claim through Access workspace, this will be paid in your salary and will show on your payslip.

All expenses must be claimed within three months of incurring the cost. The company reserves the right to refuse claims if made after three months.

Falsification (or non-compliance) of expenses claims can result in disciplinary action and could result in your dismissal from the company.

5.0 Monitoring and Review

5.1 Monitor

This policy will be monitored using the mechanism below:

Requirement	Monitoring	Frequency	Responsible Officer
Management information review	People Managers will review information provided in Access to identify non-compliance with policy.	Monthly	All People Managers
Internal audit of Travel and Expenses	Internal audit will perform a review of Travel and Expenses on a sample basis at least every other year	Bi-annual	Head of Internal Audit

5.2 Review

This policy should be reviewed by the owner:

- ▶ Annually or
- ▶ Upon the change of applicable legislation, regulation, or guidance