

Travel and Expenses Policy

This policy provides details of the reimbursement principles, rules and procedures relating to travel and subsistence for Bisley staff. The same policy also applies for those who hold a Bisley corporate credit card.

The Company will reimburse staff for expenditure necessarily incurred on travel and subsistence (T&S) in the course of official business.

Claims

Reimbursement of travel and subsistence expenses should be claimed via the Expenses Claim Form (Appendix A). Claims should be made as soon as possible on completion of the travel and always within one month. Any claims submitted after this time may be declined for payment and will, in all cases, require an explanation for the delay in submission.

Remember to make sure that you keep your receipts if you intend to claim, without them a claim may be refused.

Claims may be rejected (and payment delayed) if they are not properly authorized.

Responsibility for accuracy of claims rests with the claimant and line manager.

Only costs which are necessary and additional to normal daily expenditure will be reimbursed due to the potential impact on individual's P11D submissions.

Bisley will reimburse staff for expenditure necessarily incurred on travel and subsistence (T&S) in the course of official business. Managers are responsible for ensuring that no unnecessary costs are incurred and that Bisley receives good value for money.

Travel between Bisley locations (Newport, Bagshot and London) is classed as attendance at an alternative place of work and there will be no entitlement to reimbursement for any food, unless you are required to stay overnight, when dinner and breakfast can be claimed, as part of the cost of the overnight stay.

Hotel Accommodation

Staff will be expected to book the most cost-effective accommodation available. If this is not possible, approval for sourcing upgraded accommodation should be sought from your line manager prior to making a booking.

Hospitality

If you are entertaining or providing hospitality for a client/customer, you will be required to provide full details of the customer/client together with copies of all receipts associated with the hospitality provided.

Alcohol

Reasonable Alcohol consumption and reimbursement for client entertainment is permitted. However, there will be no reimbursement for personal consumption of alcohol as part of subsistence and will be at the employee's expense.

Should you have any queries regarding this policy, please contact your Line Manager or HR Manager.

Date 1st August 2024