**VEEVE Business Travel & Expenses Policy**

introduction

This policy covers employees travelling on official company business paid for by Veeve as well as the reimbursement of approved expenses incurred in the course of work. It ensures that employees receive adequate financial support when travelling. Only properly authorised travel will be funded by the company.

It is company policy to achieve best value for money in this area of expenditure. Business travel should only be undertaken where there is no viable alternative (such as video conferencing).

Approval

Employees travelling on company business are required to apply for approval from an authorised senior manager before travelling. Approvals must be recorded in writing. Where the proposed travel relates to overseas locations, senior managers must ensure there is no risk to staff.

Authorised personnel must consult the travel health and security advice provided by official sources, such as the Foreign Office. Travel to high risk areas should not be approved. In exceptional circumstances the matter should be referred to the Chief Executive Officer. Where travel to a high risk location is essential, the senior manager should carry out a thorough risk assessment (see **Appendix 1** to this policy). The Chief Executive Officer will take the final decision.

No employee will be required to undertake an assignment where the risks to safety are considered ‘high’.

suppliers

All business travel must be arranged by the designated Travel Coordinator/local Finance team for employees’ area of the business. Employees should check with their senior manager if they are unsure who this is. Employees should supply their Travel Coordinator/local Finance team with an outline itinerary of their proposed travel, including: (where appropriate) dates of travel; departure point and destination; accommodation; car hire; air, rail and other requirements. On occasions, employees may be required to undertake business travel in their own time depending on the availability of the best flight deals.

travel

Air

Travel should be booked at the cheapest ticket ‘class’ available for the journey with a limit of €300 for a return flight and €200 one way. Any amount over this will need prior approval by the Chairman, Chief Executive Officer or Chief Financial Officer before booking. The standard for all air travel is economy or discount fares. Staff can accept ‘upgrades’ where there is no additional cost to the company. Staff may be required to travel a day earlier with the Company paying for additional accommodation rather than use a higher class of air travel if this is a cheaper option.

All air travel required should be requested at least one week before the date of departure. Where this is not possible, the travel will need to be authorised by the employee’s senior manager with an explanation as to why the travel is required at short notice.

Travellers may retain ‘frequent flyer’ programme benefits, but the company should not incur any additional cost as a result. Also, the company is not responsible for any associated tax liability.

The company will only refund ‘excess baggage’ charges where the items are required for the job.

Rail

Travel should be booked at the cheapest ticket ‘class’ available for the journey and should always be by standard class travel. Staff should request tickets at the earliest opportunity, but no later than one week in advance, to ensure they secure the cheapest fares.

Car (including private car, car hire and taxis)

Staff may use private cars for travelling providing the owner/driver possesses the appropriate level of insurance (business use). Expenses for travel by private car will only be reimbursed where:

* the cost is less than the cost of public transport
* the cost is less than the cost of hiring a car.

Reimbursement for journeys made by private car are at the casual car user rate [See **Appendix 2** to this policy for more information].

Travellers can reclaim the cost of taxi fares, but must provide receipts [See **Appendix 2** to this policy for more information].

Travel, accommodation and subsistence expenses

The company will meet the costs associated with travelling on behalf of the business. This includes: 3 or 4 star equivalent accommodation to a limit of €150 per night for a room only; meals; incidentals and other approved items. [See **Appendix 2** to this policy for more information]. Receipts/invoices will always be required and any amounts over those specified will need prior approval by the Chairman, Chief Executive Officer or Chief Financial Officer.

In addition, expenses in excess of the standard rates will only be reimbursed where the employee can demonstrate that the excess is justifiable in the circumstances.

Claiming expenses

To claim for any expenses, an expense claim form must be completed, relevant receipts attached and sent to the authorising senior manager for signature [See **Appendix 2** to this policy for more information].

Payment of expenses

Payments into the employee’s personal bank account will be made within 10 working days of the Finance team receiving an authorised expense form. Payments will be delayed or withheld if expense forms are not properly authorised.

Fraudulent claims may result in an employee being dismissed following a full investigation.

Company Credit Cards

Where a company credit card has been issued, it is strictly for business use and must not be used for personal purchases. Employees issued with a company credit card are responsible for all transactions on it. Any misuse of the credit card will result in its immediate withdrawal and disciplinary action being taken. In the event that the credit card is lost or stolen, you must notify Veeve immediately so that the card can be cancelled. Individual card holders must submit on a monthly basis all supporting documentation/receipts for each transaction. [See Appendix 2 to this policy for more information].

**Appendix 1**

**OVERSEAS TRAVEL RISK ASSESSMENT**

**for a planned business trip to a high risk overseas destination**

This form is to be completed by a senior manager for every employee journey to an overseas destination considered to be of high risk. For an up to date list of destinations considered to be high risk, please visit <http://www.fco.gov.uk/travel>

**Name of employee:**

**Mobile number:**

**Destination:**

**Dates of travel: Outward:**

**Inward:**

**Reason for travel:**

**Risk assessment:**

* List the details of the booking (details of the agent making the booking/their contact details/booking reference number):
* Does the employee have a passport which is valid for the duration of their visit? Yes/No
* Does their passport have at least 6 months to run on it from the date of their return? Yes/No
* Have you checked the “Passport & Entry requirements /travel advice for each country” at <http://www/fco.gov.uk/travel> for the country they are visiting? Yes/No
* As a result, are there any other requirements that need to be put in place in order to travel? Yes/No. If yes, please list them:-
* Are they an experienced traveller to this destination with a good understanding of the country and its culture? Yes/No
* Please confirm that they have studied the advice on the Foreign Office website under “staying safe & healthy” and ask them to sign below:-

I confirm I have read & understood the advice……………………… (please sign)

* Do they feel there is any other guidance they require in terms of health & safety relating to the country they are visiting? Yes/No If yes, please detail other guidance that they feel they require
* If they have any health problems other than a minor ailment, please list them here *(NB: They should not travel if separation from their medication is likely to cause deterioration in their condition)*
* Please confirm whether medical immunisation is required before travel & if so, whether this has/will be done within the recommended timetable guidelines Yes/No
* If they have visited the country before, did they experience any security issues? Yes/No If yes, please detail these…………………………………………….
* Please confirm below their itinerary for this trip (or attach a copy of any itinerary they may have prepared) – please include contact details of all places where they will be staying ………………………………………………………………………………………………………………………………………………………………….
* Please confirm that they have pre-loaded the following emergency contact numbers into their mobile phone:
  + Veeve UK office (**+44 207 993 5599**)
  + British Embassy
* Please confirm the escalation procedure they have organised in the event they miss a scheduled contact by more than 4 hours
* Please confirm that Jonny Morris has been notified of this trip in order for appropriate company insurance to be put into place

I confirm that Jonny Morris has been notified of this impending trip and has confirmed back to me that the appropriate company insurance is in place

…………………………………………………… (please sign)

* Please detail next of kin/contact details in the event of an incident

Please attach a copy of their passport, visa (where appropriate), other essential travel documents as per advice from Home Office website

Please send this risk assessment form with appropriate attachments to your appropriate senior manager.

**Appendix 2**

**GUIDELINES ON EXPENSE CLAIMS**

1. **Submit promptly**

* Maximum 2 weeks after return from trip

1. **Receipt principle**

* No reimbursement without an original receipt
* Receipts to be numbered to correspond with the expense form and pasted to a separate sheet of paper.

1. **Language**

* English

1. **Reimbursement of Travel Expenses**

* Travel Expenses will always be reimbursed via bank transfer, never in cash.

1. **Food expenditure**

* Day rate of £35.00 for food expenditure to a maximum of 3 meals per day.
* All food should be paid by staff and then claimed via expenses
* When entertaining, please state and list the reason for the meeting as well as the individual persons entertained by name and company on all entertainment receipts for meetings with business customers
* Employees are responsible for providing this information to the best of their knowledge in order to avoid cases of gross misconduct

1. **Travel costs**

As a rule, the most affordablealternative between local transport, car, railway and flight is always to be selected

* The company books/pays for railway / airplane tickets (incl. seat reservations where necessary)
* Taxis should not be used unless there is no easy means of using public transport or if travelling between 10.00 pm -6.00am.
* If the day of travel must be postponed for private reasons, the additional costs will not be refunded unless evidence of proof is provided
* Private mileage will be paid at the rate of **(add amount)**
* Parking fees are reimbursed only if the car was the most affordable alternative
* Petrol station receipts need not be kept when accounting per mile
* Taxi receipts only if there was no opportunity to use local forms of transport
* Travel costs will only be reimbursed for travel to, from and within a destination if for business reasons. The purpose and the time of travel must be stated on the receipt/travel expenses form

1. **Credit cards**

For those employees issued with a company credit card, the finance department will send them their credit card statement on a monthly basis. The employee will need to number each transaction and paste all receipts to a separate sheet of paper numbering all of them to correspond with the transactions.

Employees also need to put a brief description of the expense on the receipt so that the expenses are recorded in the correct account.

This paperwork should then be given to finance for collation.

This must be completed by each employee within 2 weeks of receiving their statement.

The credit card expenses will then have to be approved by the line manager.