



29. Travel Policy

Reviewed By: Melissa Munnich

Review Date: 26th July 2024

Woodhurst Travel and Expense Policy UK

Hotels:

- Employees are required to use Woodhurst's preferred hotels with negotiated rates to ensure cost-efficiency.
- The maximum rates per night for hotels are:
 - London £180,
 - Other UK Cities £140,
 - Other regions £100 per night, inclusive of breakfast and VAT.
- Employees are required to submit expenses through Woodhurst's expense portal on a timely basis to ensure rechargeable expenses are appropriately captured during invoicing.
- If the maximum rates per night cannot reasonably be considered, please seek further approval from the Founder at the top of line tree

Travel (Car, Taxi and Rail):

- Taxis - when there is a clear business need, health and safety requirement, or it is more cost efficient compared to other arrangements, taxis may be used. Claims for taxis must be accompanied by receipts and details/purpose of the journey must be shown on the expense claim form.

- Employees who are in receipt of contractual car allowance or essential car user allowance should normally travel to railway stations or airports in their own car whenever the charge to park the car at these locations for onward travel is less than the cost of a taxi.
- For Rail travel, Standard Class is the only class permitted, using fixed price tickets or reduced fares.
- Woodhurst encourages car sharing and use of pool vehicles for business travel where possible.
- Mileage for personal vehicle use will be reimbursed at the following rates:

Up to 10,000 miles	25p per mile
Over 10,000 miles	25p per mile

Meals:

- Claims supported by receipts within set limits:

Meal	Maximum Claimable (including VAT)	Notes (including gratuities)
Breakfast	£15.00	You must commence the business journey before 7.00 am, or your hotel is booked on a room only basis.
Lunch	£10.00	No alcohol to be consumed at breakfast or lunch time
Dinner	£35.00	This can include the cost of one alcoholic beverage i.e. a large glass or a half bottle of moderately priced wine to accompany a meal and a reasonable quantity of non-alcoholic beverage. The cost of any additional alcohol must be met by the Employee.

Air Travel:

The class of Air Travel is governed by:

- the airlines' fare structure on the various routes; and
- the duration of the flight

The guidelines in the following table are to be applied.

Flight Duration	Up to six hours	Over six hours
Class	Economy	Economy