



## arrangeMY Travel and Expense Policy

There are a number of considerations that must be taken into account with expenses. These are

- All expenses must always offer 'Best Value' to the company, and at a reasonable cost.
- All expenses must be authorised by HOD/Line Manager prior to travel.
- No claims will be validated without a receipt.
- If in doubt ask - but if it's not detailed below it's probably not authorised
- Think about time out of the office – are you using time and expense wisely
- Are you going in the cleanest and greenest method? Have you planned to see other clients or venues whilst you're out of the office?
- Could the meeting be just as effective if conducted virtually online?

It's the responsibility of Heads of Departments and Directors to oversee travel expense claims for their teams to ensure effective planning and expenditure.

### Business Travel

You will be expected to travel for business for a variety of reasons and these consist of the following reasons

- To meet with clients – Account Reviews, Tender Presentations, Show rounds or Venue Meetings
- To view Destinations (Venues, Hotels & Suppliers) in an educational capacity to gain better understanding of our industry
- Visit alternatives offices or work settings of colleagues
- Attend industry events for networking and industry involvement purposes

### Travelling to London

Meetings to be arranged for after 11am wherever possible. This is to allow arrangeMY to benefit from the savings enjoyed by booking off peak rail tickets.

### Hotel Accommodation

Always to be arranged through the business at the best rate available. Take advantage of complimentary rooms, partner groups', bedbanks and agent rates. Hotel accommodation must never exceed £50 per night B&B without authorisation from M.D.

### Travel

Always utilise company vehicles and car sharing where possible.

**Rail** - Always 2nd class booked through the business at earliest opportunity. All travel starts from the moment of embarkation i.e. train at station. If going to

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London and require local transport request tube/travel card at same time.  
Remember rail travel is less carbon heavy than air travel.

**Car** - If using own vehicle 45p per mile allowance, calculated from main office.  
Car parking as charged. Above must be authorised by HOD with rail always preferred travel option. Staff with car allowances are aware of their mileage claiming allowance.

It's essential to note that any car use for business purposes will require the car owner to have the required level of car insurance in place and that your car is maintained to a high standard and is roadworthy.

Any car parking fines incurred whilst driving for work are the responsibility of the driver and will need to be paid for by the employee.

### **Cycling**

arrangeMY offer a Cycle to Work scheme for more details regarding the policy and process in applying for this benefit please discuss this with your line manager.  
Cycling to work is a far greener alternative, not only does this method of transport reduce carbon emissions it also avoids time spent in traffic, plus avoids congestion in the arrangeMY staff car park. If suitable we suggest that employees do cycle to work on their commute. arrangeMY have covered bike storage provision provided and available at the Berkeley Business Park office site.

**Fam trip allowance** - £5.00 per employee per 50 miles (or part thereof) pooled and given to driver. This is based on a one-way journey from Worcester. Examples given below -

- A car with 4 people going to Birmingham would entitle the driver to a £20 allowance.
- A car with 1 person going to Manchester would entitle driver to a £15 allowance

### **London Transport**

Best Value must always be achieved which will predominately mean public transport (tube). Only when either as a single traveller at night, in an emergency, or if an employee feels threatened then a taxi can be used or an uber.

### **Subsistence Contribution**

Breakfast - Maximum £10 (if not included within the hotel rate)

Lunch - Maximum £10 (only applicable if out of office majority of day Inc. hrs. -11am - 3pm)

Dinner - Maximum £20 (which can include beverages)

When exhibiting this is to include reasonable non-alcoholic beverages allowance and may also require a higher lunch allowance.

### **Telephone Calls**

If staying away from home one call home per night away. Whenever possible a company mobile phone must be used.

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## Entertaining

All company entertaining must be sanctioned beforehand.

## Company credit cards

Employees with company credit cards must keep full receipts to submit against their individual statement with a full expenditure explanation report.

## Expense submission process

- All expenses must be submitted within 30 days of being incurred and added to Pulse for approval.
- Claims must include:
  - Valid VAT receipts
  - Business justification
- Claims must be approved by the relevant Line Manager or HOD

Failure to comply may result in non-reimbursement.

## Non-Allowable Expenses

The following will not be reimbursed:

- Personal expenses (e.g. toiletries, leisure items)
- Fines, penalties, or parking tickets
- Unapproved upgrades (e.g. first class travel, premium hotels)
- Expenses without receipts (unless exceptional and justified)
- Costs for partners, family, or non-employees

**This policy will be reviewed every 12 months from April 2026**

Signed:



Dated: 16/04/26

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