

GLAISYERS

ETL
GLOBAL



BUSINESS TRAVEL & EXPENSES POLICY

What is the purpose of this policy?

This policy aims to ensure that all employees have a clear understanding of the procedure when making business travel arrangements or incurring business expenses.

What does this policy apply to?

All UK and International travel undertaken on Glaisyers ETL business and business expenses incurred.

Travel Request Procedure

Any business travel requirement (which does not involve using your own vehicle) must first be agreed by your Head of Department (HoD). Once agreed, the travel request form <https://forms.office.com/e/TfnBhMDmR9> must be completed and submitted.

The firm will be responsible for booking travel requirements and sending on all relevant confirmations. It is appreciated there may be occasions where advance notice cannot be given, however, everyone should endeavour to give as much notice as possible when requesting travel.

Should travel requirements change, (i.e. changes to travel dates or it becomes no longer necessary to travel) an email should be sent to samantha.marlor@glaisyers.com confirming these changes immediately, to allow time to amend and/or apply for refunds as appropriate, where possible.

When travelling overseas, it is the responsibility of employees to ensure that their passport is up to date and valid for travel. It is important to note that most countries now require your passport to have been issued less than 10 years before the day you enter and be valid for at least 3 months after the day you plan to leave.

Should any of the requirements above not be met and result in a loss of monies, you may be liable for some, or all of the monies lost.

Expenses

Expenses will only be reimbursed if they are:

- submitted to your HoD using our "Travel & Expense Claim Form" who must then submit to a payment authoriser.
- submitted promptly or as soon as is practicable after the expense has been incurred and no later than 28 days after the expense has been incurred
- supported by relevant documents (VAT receipts, tickets, and credit or debit card slips) wherever possible

Travel expenses will not be reimbursed in respect of:

- travel between your home and usual place of work
- travel which is mainly for your own purposes
- travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work

We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

Expenses can be claimed for the following:

- client entertainment & marketing
- transport to/from events outside of working hours
- reasonable out of pocket expenses incurred in connection with business travel (e.g. food and drink)
- pre-authorised colleague activities (e.g. New starter buddy lunch)

Any other expenses incurred outside of this list should be discussed with your HoD before they are incurred and submitted.

Any expenses properly incurred in accordance with this policy will be promptly reimbursed directly into your bank or building society account.

Any attempt to claim expenses fraudulently or in breach of this policy may result in action being taken under the firm's disciplinary procedure.

Any questions regarding the contents of this policy should be referred to the firm's People & Organisational Development Manager.

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