



Aquatic Control Engineering

# Travel and Expenses Policy

Date Reviewed: 07/06/2023

Next Scheduled Review: 07/06/2024

## Objectives

The objectives of this policy are to increase the ACE employee's understanding of the company's Travel and Expenses policy and procedures.

As the company grows and new employees join the company, it is important to understand how individuals can claim expenses whilst working on company business, what for and in line with other company policies as outlined below.

Some employees are given company credit cards, which means it is also important to understand how this process is addressed with our accounts department.

Should there be any discrepancies with an employee's expense claim, where required, HR will follow the disciplinary and grievance procedure and where possible resolve this immediately.

## What is considered

### Travel

- In line with the Environmental Policy, Train Travel is encouraged as a preferred method of travel. Where possible as a company, we ask that you keep a record of your train booking for our CO2 reporting.
- Air travel is to be booked using budget air lines and all air travel is to be approved by the managing Director.
- ACE commercial vehicles are to be filled with fuel using a company credit card. The receipt for this must be given when handing in the credit card expenses.
- ACE commercial vehicles that are used, with authorisation and in line with the company vehicle policy, for personal use must fill out the company mileage log book and refill the fuel before returning this to the company.
- In line with the company vehicle policy, if you have a Company vehicle assigned to you for both personal and company use, you may claim the mileage for any work-related trip (sales meeting, site visit, survey etc.)
- Mileage is to be claimed either to your home or ACE HQ address, whichever is nearest. If you are unsure what a work-related trip covers, please do ask your line manager.
- In line with the Company Vehicle policy, you must use a company vehicle for all travel; it is not preferable to use your own vehicle, this is inclusive of travel for training requirements this journey may not be insured.

**Hotel and overnight accommodation above £80.00 must be approved by your line manager or the Managing Director.**

### Food and Drink whilst working on company business

- No food / drink expenses are to be claimed within a radius of 60 miles (1 hour) from ACE or your own home or HQ without your line managers permission.
- Breakfast will be provided to you if you have departed for work at 6.30am or before.
- Lunch will be provided if you are working away from home and unable to provide this. Should you be working on a day job, you are expected to take a packed lunch with you. (ACE will provide lunch for the second, and following days if you are working away.)
- Dinner will be provided to you if you return to ACE after 8pm in the evening.
- Breakfast and lunch meal allowance should be no more than £15.00 per day

- Meal and drink allowance for the evening should be no more than £25.00 per person per night.
- All site work has zero alcohol tolerance, and in line with health and safety requirements you must not consume alcohol 12 hours prior to any site works.
- If you are away on business that is not pertaining to specific site works, you should not consume more than 2 alcohol beverages at the evening meal.
- Customers, clients and suppliers may be invited to dinner if you feel this is beneficial to ACE however you must seek authorisation from the Senior Management team.

#### **Memberships, subscriptions and training**

- Any personal accredited memberships used for company business must be approved by HR and the Managing Director.
- Memberships and subscriptions relating to marketing and commercial aspects must go through the marketing budget and the marketing executive, these are not to be paid personally or via company credit card, unless approved by the Managing Director.
- All training is to be booked through HR or the Installation Manager.

#### **Receipts**

- All receipts must be clearly marked to the credit card statement
- All receipts must be readable
- All fuel receipts must be photocopied and sent with your expense form, attaching the receipt
- Any mileage claimed using your own vehicle must have a receipt covering that mileage figure
- Any missing receipts will mean that the employee will be asked to refund the value of the VAT (20%) from each missing receipt. If this is not provided then this may result in your company credit card being taken from you.

#### **Company Credit Card**

If you are issued with a Company Credit Card this is your responsibility to ensure it is not misused and also in line with GDPR regulations.

- All Credit Card receipts must be handed into the administrator within 1 week of receiving the relevant credit card statement.
- No purchases are to be made using a company card over the amount of £200.00. Approval for purchases over this value is needed from the Senior Management team in writing.
- Purchases relating to projects should be made using a purchase order reference and ordered by a member of the team with a company card when card payment is the only option.
- For all project purchases payment of invoice via accounts is preferred to card payment to ensure costs are logged appropriately.

#### **Additional Policies relating to the Travel and Expenses policy:**

**Company Vehicle Policy**

**Drugs and Alcohol Policy**

**Disciplinary and Grievance Policy**

## Expenses Procedure

All expenses must be handed into the administrator responsible for these on behalf of Aquatic Control Engineering Accounts.

All expenses (cash and mileage) must be handed in by 20<sup>th</sup> of the month

The expenses spreadsheet is disseminated to all employees via ACE's accounts department and can be found on the templates section of the intranet drive. This expenses spreadsheet outlines the fuel rate as per gov.uk recommendation.

All expenses will be paid with the employee's salary on the last working day of the month.

*Any expenses with missing receipts and failure to produce the receipt will result in the Managing Director asking you to personally pay the 20% VAT of the purchase made. This will be highlighted by the Administrator and/or Accounts Manager, for the Managing Director to make the final decision with the employee.*

*The 20% VAT of missing receipt(s) will not be taken from your salary without your permission however, your company credit card may be taken from you.*

Any expenses enquiries, please contact Stephen.

Signed:



Stephen Randall  
Managing Director