

TRAVEL AND GENERAL EXPENSES POLICY

Introduction

This section is to guide employees of Pay4Property Ltd UK on the authorisations and general travel definitions and requirements.

SCOPE

This policy applies to all employees of and any other person acting on behalf of Pay4Property Ltd UK. This policy also applies to all other employed personnel engaged as third party consultants or through suppliers and sub-contractors where Pay4Property Ltd may be paying for the travel and/or travel is being undertaken by individuals for the benefit of Pay4Property Ltd.

PURPOSE

- To establish clear travel rules for all employees and contractors working for or on behalf of Pay4Property Ltd.
- To control costs, optimise the travel booking process and provide efficiency of reporting and transparency in travel cost.
- To standardise and simplify the administration when booking travel.
- To secure the welfare and security of employees and contractors traveling as part of their work for or on behalf of Pay4Property Ltd.

EMPLOYEE RESPONSIBILITIES AND CONSIDERATIONS

- To ensure that you are fully aware of this policy and guidelines
- To consider if your business journey is really necessary and to look towards alternatives to travel, for example teleconference, video conference
- Consider car sharing
- If the journey is necessary consider the most cost effective method taking account of the total trip costs
- Plan to book travel at least 14 days in advance
- To book all travel through the third party provider(s) appointed by Pay4Property Ltd UK
- Be reasonable about your travel and indeed your colleagues travel. Consideration must be given to individual circumstances, job requirements and employment terms
- Consideration must be given to business continuity risk associated with a group of people traveling together. This should include the number of people traveling together, their roles within the company, skills. This will help you decide if separate travel plans would offer a more sensible approach.
- If there are health and safety considerations due to the length or manner in which the journey is being undertaken, you should consider your wellbeing and refer such matter to your line manager for joint consideration
- Prior to travel, obtain the approval of your line manager before costs are incurred.

OBJECTIVES AND REASONS FOR TRAVEL

Travel may only be undertaken where there is a legitimate business purpose for the travel and it is appropriate to both travel and by the mode (air, train car etc.) of transportation proposed to be used.

All travel and the mode of transportation selected must be the most cost effective to achieve the desired business purpose. Pay4Property Ltd UK's policy is to avoid travel where it is practical and cost effective to use video conference, conference call or any other means of communication.

Before deciding to travel, be sure that you have explored all possible alternatives such as video conference or conference call as they are the most cost effective options in most cases. We should consider the needs of our colleagues, who are traveling, the environment together with the impact of expense on profitability.

Should travel be the only means by which the business purpose may be achieved, then the trip must be arranged so as to optimise the benefit of the travel for example by grouping multiple objectives and meetings where possible. Finally, those persons travelling should only be those required to achieve the business purpose.

BOOKING TRAVEL

Unless there is an emergency, Pay4Property Ltd UK policy is that all travel must be purchased through the third party provider(s) appointed by Pay4Property Ltd UK.

To ensure each booking is the most optimised for cost efficiency for the traveller and ensure the bookings are made according to the Pay4Property Ltd UK Travel & General Expenses Policy.

To maintain and update the travel system and on request to issue travel profile forms for updating existing or new traveller's details.

A full list of authorised Travel Administrator's is provided to the travel provider by Procurement and only designated Travel Administrator's on this list will be accepted by the travel supplier.

TRAVELLERS RESPONSIBILITIES

In addition to this Policy, the traveller must ensure that they have read and understood all travel-related documentation.

In the case of a cancellation or changes to travel arrangements, the traveller must provide the Travel Administrator with as much notice as possible. This will enable Pay4Property Ltd to recoup the cost where possible.

Travellers must assume responsibility for their Health and Safety whilst travelling.

The traveller must carry sufficient funds for the trip. If there are any queries, the traveller should discuss this with their line manager.

The traveller must carry sufficient valid documents including passports and visas to allow them to enter destination countries.

LINE MANAGER RESPONSABILITIES

It is the responsibility of the line manager to review and authorise the business travel being undertaken by their employees, including the reasons for travel and the type of transport being taken;

- Review working practices to ensure that the employee only travels when it is necessary.
- Ensure that the cost of travel is checked and in line with the business requirement and follows the guideline set out in the Travel Policy.
- The cost of travel is within budget.
- For employees Staff Grade 2 and below, all travel must be approved ahead of it being booked. The travel form will need to be completed by the Pay4Property Ltd Travel Administrator and approval sought from the Line Manger before the agent can make the booking.

OVERSEAS TRAVEL

International Travel – Outside of the EU

All requests for business travel outside of the EU must ultimately be approval by the CEO of Pay4Property Ltd UK. International travel outside of the EU is an exception. Travel request of this nature will be managed individually and in the first instance needs to be discussed with the Managing Director of your division or Head of Function.

Passports

All overseas travellers must own a passport with sufficient (usually 6 months) validity prior to requesting travel. Please note that the rules vary from country to country.

To gain entry into certain countries, it is necessary to have at least two blank pages in a passport.

Visas

Many countries require visitors to obtain a valid visa as a condition of entry/transit. Conditions for obtaining visas differ considerably between countries and may take several weeks to obtain.

STANDARD / ECONOMY CLASS TRAVEL

All travel is to be booked as standard / economy class, all other class of travel must otherwise be approved by the Managing Director or their delegated authority.

RAIL TRAVEL

You should adopt an advance booking approach for all rail travel, 14 days in advance of any journey

Rail travel should be encouraged for journeys of 3 hours or more if the round trip takes place in the same day, or when it is less expensive than other means of transportation and the travel time would be similar or less. Similarly all travel must be booked under economy/standard class and where possible always with a fixed advanced departure time. If you are unable to confirm the return journey time then proceed with booking a single advanced outward ticket at a fixed departure time and a single return ticket with an estimated return time. The booking of open return tickets is a premium cost and will not be authorised. Any exemptions to this rule will require written consent and signed authorisation by the Managing Director of your Division or Head of Function or their delegated authority.

With approval from the Managing Director a first class ticket can only be booked if it is cheaper (i.e. promotional offer) than the cost of the Economy ticket. Evidence of ticket price difference will need to be provided prior to authorisation of travel. If there are no economy tickets available for the proposed trip and the traveller is unable to re-schedule the journey, then a first class ticket may be booked.

When working on your journey consideration must be given to people overhearing or seeing confidential information.

AIRLINE TRAVEL

Travellers are normally required to book the lowest available airfare. An optimum departure time should be calculated based on the time needed to arrive at the destination at the required time to meet the business need. For trips of less than 6 hours, travellers should normally book the lowest cost flight leaving up to one hour before the optimum time. If practical, any earlier cheaper flight should also be considered. For flights of 6 hours or more, departure up to two hours before the optimum time must be considered and normally used if it is the cheapest option.

In determining the lowest available airfare, the low fare alternatives considered will include, but will not be limited to, specially negotiated fares, non-refundable fares, fares with cancellation or charge fees, advances purchase fares, and low cost carrier fares.

Advanced Booking

Air bookings should be made immediately after approval and preferably 14 days (or earlier) prior to departure date to secure the best price.

Booking Class

All Airline travel is to be mandatory booked as standard / economy class.

Seat Upgrade

Seat upgrades will not be booked by Pay4Property Ltd.

Loyalty Programs

Travellers can take the benefits granted by loyalty programs, however this should not influence the choice of the airline booked, and the lowest possible fare available should

always be the priority.

Low Cost Carriers

Low cost carriers (“LCCs”) are part of the policy but before considering their use take the total cost of travel into account. Not all LCCs are using major international Airports so be aware of additional taxi costs and/or travel time. In addition some low cost carriers charge additional cost for checking-in luggage and may have other hidden costs.

TRAVEL BY CAR

Business travel in a vehicle is only pre-authorized for journeys of less than an 80 mile radius of the employees primary work location. For all other instances employees will be required to seek approval from their line manager prior to travel.

The company will pay a mileage allowance of 20p per mile. The employee must plan their work for the day with consideration to minimizing the miles travelled between locations. For certain journeys between company locations a pre-agreed fixed mileage

CAR PARKING

You should aim to park within a reasonable distance from your destination in lieu of choosing premium parking if it's nearer. You should seek standard rate parking whenever possible. Exceptions will of course be made if you have a disability or a health issue.

If you drive to the airport, you must book car parking at the most cost effective method, either direct with the airport or through the travel provider on 01904 420 222 for a quote.

CAR HIRE

Travellers renting cars must be legally entitled to drive the vehicle (e.g. hold a valid driving license). Pay4Property Ltd cannot be held responsible for any legal action, resulting from not obeying this requirement or for not complying with any other motoring laws whilst renting a car on business.

Before requesting a car hire reservation, the traveller must complete a Drivers' Authorisation Form, which can be located on the intranet, under HR Forms. If this form is not completed and authorised, car hire requests cannot be finalised.

All UK & the Republic of Ireland car hire should be booked via Pay4Property Ltd's appointed Fleet Management supplier, by calling the fleet number 01604 747474 and selecting the Car Hire option 6 (Six). Prior to arranging a hire the proposed driver should read the Pay4Property Ltd UK Driver Manual, located on the intranet under HR Policies and Procedures.

On short term daily hire bookings where there is a requirement to refuel vehicles on return, then this should be done to avoid excess fuel charges being levied. In these cases the cost of fueling the vehicle will be reimbursed.

Overseas Hire Car

All overseas hire requests must be arranged through a Travel Administrator prior to the departure date.

Category of Hire Car

- Number of persons travelling less than 5 (five) category group C (medium hatchback)
- Number of persons travelling more than 5 (five) category group Y (compact SUV)

FINES AND PENALTIES

There are no circumstances under which Pay4Property Ltd will be liable for any personal fines. Employees cannot recover the cost incurred from fines through the expenses system. Such applications will result in the claim being rejected. See PCN, NIP and Fines policy under BMS
➔Fleet

CHANGES TO TRAVEL & 24 HOUR TRAVEL ASSISTANCE

The traveller should ensure that when travelling on business they have Pay4Property Ltd UKs' nominated travel provider 24 Hour Assistance & Out of Hour's Emergency Service Number **+44 (0)203 130 9606**.

In emergency situations (e.g., plane delayed and a hotel has to be booked) or when no travel administrator is available (e.g., travel booked with external travel provider with prior approval), the employee will need to make the alternate arrangement themselves and within reasonable cost. These reasonable costs can be claimed via expenses.

HOTEL

You should adopt an advance booking approach for all hotel stays, 14 days in advance of any stay.

The traveller is responsible for arranging the booking of hotel accommodation. Such bookings must be made via a Travel Administrator through the Pay4Property Ltd appointed travel provider. Any claims submitted for bookings made outside of this process may be rejected.

It is Pay4Property Ltd policy to use preferred Hotels when and where available, Travel Administrator will prioritise Hotel bookings by selecting preferred Hotels when it is most cost efficient to do so.

Hotel accommodation should be selected for its close proximity to reduce or avoid the cost of Public Transport / Taxi costs.

It is recognised that on occasions promotional pricing can be available directly from hotels, if the traveller makes a direct booking with a hotel to take advantage of such pricing, the relevant claim submitted must demonstrate with evidence that the overnight rate is lower than what could be obtain through the travel provider.

Other Arrangements

When staying with friends and relations (instead of at a hotel) within the UK, the maximum amount which may be claimed is £25 in lieu of both accommodation and evening meal. When staying with friends and relations (instead of at a hotel) outside of the UK, the maximum amount which may be claimed is £50 in lieu of both accommodation and evening meal Any such expenditure must be agreed in writing with the traveller's line manager, before the start of the relevant. Please make sure you make a note of this being the reason for the cost in the company expenses claim form.

INSURANCE, TRAVEL AND MEDICAL ASSISTANCE

Pay4Property Ltd UK has arranged for Personal Accident and Travel Insurance Policy with Chubb Assistance. If assistance is required they can be contact on:

- Help Line Number +44 (0)207 895 3364
- Email medicalassistance@chubb.com
- Policy Number 64799876

A copy of the relevant documentation can be obtained from Pay4Property Ltd intranet under HR Benefits or from the HR department.

FOREIGN TRAVEL ADVICE

Travellers should check the latest advice on their journey destination from the Home Office website <https://www.gov.uk/foreign-travel-advice>.

GENERAL INFORMATION OR FURTHER QUESTIONS

If there are any questions/queries in relation to the policy, please refer to the HR Department.

EXPENSES

This policy is designed to guide employees of Pay4Property Ltd UK and subsidiary companies on the process, authorisations and expense policy definitions and requirements.

The underlying principles are that employees, who incur expenses on company business, should neither be out of pocket nor gain as a result of this policy. Pay4Property Ltd UK will only pay for or reimburse staff expenses that are:

- reasonable in amount;
- reasonably incurred in carrying out Pay4Property Ltd UK company business;
- specifically provided for in this policy;
- supported by VAT receipts, claimed on the relevant company expenses claim form, and the company expenses claim form has been completed accurately and has been checked and authorised by the line manager with the appropriate delegated authority for your business unit; and
- where an expense is incurred for either internal or external entertainment, the claim will be submitted by the most senior member of staff attending.

YOUR RESPONSIBILITIES AND CONSIDERATIONS

- It's your responsibility to seek to minimise the expense associated with carrying out your role when on business travel or day to day activities
- You must consider each individual expense and its merits together with the impact of such expense on business profitability

SCOPE

This policy applies to all employees of Pay4Property Ltd UK Employing Organisations and covers any expenses incurred by a Pay4Property Ltd credit card, cash expenses and expenses incurred on employee's personal cards. This policy is also a Best Practice Standard where appropriate for other employed personnel engaged as third party consultants or through suppliers and sub- contractors.

INTRODUCTION

The purpose of this document is to ensure that all employees are aware of the various types of expenditure and the amount that can be reclaimed from Pay4Property Ltd by individuals.

RESPONSIBILITY

It is the responsibility of the individual incurring the expenditure to ensure that any expenses claimed, from Pay4Property Ltd, comply with this Expenses Policy and is claimed by way of the appropriate company expense claim form.

In addition, it is the responsibility of the manager authorising the company expense claim form to ensure that the expenses incurred comply with this Expenses Policy, that the company expenses claim form has been completed accurately and in a timely manner and submitted with the supporting VAT receipt(s).

Failure on the part of the claimant or authorising manager to ensure that the form is completed accurately may result in the expense claim being rejected.

All company expenses claim forms must be submitted within 2 (two) months of when the expenditure was incurred. The only exception to this is that expenditure incurred on a Pay4Property Ltd Company Credit Card must follow the Company Credit Card Procedure (where coded transactions with relevant documentation attached must be submitted within 5 (five) working days of the corporate card statement date).

In respect of travel related expenses, it is the traveller's responsibility to arrange travel through a Travel Administrator, any travel expenses in respect of travel which is not booked in accordance with the Pay4Property Ltd UK Travel Policy may not be authorised for payment.

ACCOMMODATION/SUBSISTANCE

Travellers, who leave their home to visit a customer/site/other location (not the traveller's designated place of work) before 06.00hrs, are entitled to reclaim (with a valid receipt) the reasonable cost of a breakfast. Travellers who arrive home after visiting a customer/site/other location (not the traveller's designated place of work) after 20.00hrs are entitled to reclaim (with a valid receipt) the reasonable cost of an evening meal.

All claims submitted for breakfast, lunch or evening meal (when incurred in conjunction with an overnight stay) must include valid receipts. All reasonable expenditure for meals will be reimbursed by Pay4Property Ltd, provided that it has been incurred in conjunction with genuine business travel.

The following breakdown should be seen as guidance on what is considered reasonable expenditure in respect of an overnight stay. However, these rates may be reduced by any local Pay4Property Ltd business unit/office/site management at Pay4Property Ltd's discretion. Claims for the cost of alcoholic beverages incurred in conjunction with an overnight stay, may only be submitted where the number of alcoholic beverages claimed for is reasonable and have been consumed with a meal.

The costs of drinks purchased other than as an accompaniment to a meal will not be reimbursed, except in respect of preapproved business or staff entertaining as outlined in the Pay4Property Ltd UK Drug and Alcohol Policy.

Breakfast	up to £10 per day
Lunch	up to £15 per day
Dinner	up to £25 per day

MEETINGS

Prior to booking an external venue you should look to seek if a suitable internal meeting venue is available. If no meeting space is available you should contact our third party travel operator NYS to book meeting and or conferencing rooms. Meetings should be booked where possible more than 28 days in advance where possible.

REIMBURSEMENT OF BUSINESS MILEAGE

Unless in a temporary hire car, all business mileage reimbursement should follow the reimbursement of business mileage in the Company Car and Company Car Allowance policy, located on the Intranet, HR policies. For 365 Facilities employees, their existing mileage rates will apply.

MOTORBIKES

Travel for business purposes by motorbike is not authorised method of travel and any associated costs for such travel will not be reimbursed to the employee by Pay4Property Ltd.

TAXIS

Where public transport is available, preference should be given to its use, however Taxis can be used during unsociable hours, when carrying heavy items or when public transport is limited to your location.

Travellers should check if local arrangements are in place before booking Taxis.

GIFTS AND ENTERTAINING

Please refer to the Pay4Property Ltd UK Corporate Entertainment, Gifts and Hospitality Code of Conduct located on the HR page of the Pay4Property Ltd UK Intranet prior to incurring any gift or entertainment related expense.

RELOCATION EXPENSES

An employee should only proceed with relocation once he/she has received confirmation in writing of the eligibility and its scope from their HR Business Partner in accordance with Pay4Property Ltd relocation policy.

Claims for reimbursement of relocation costs must be submitted for approval and authorisation to the Pay4Property Ltd UK Human Resources Director, who will then submit the claim to the Pay4Property Ltd UK Finance function for payment. Claims for reimbursement of relocation costs submitted directly to the Pay4Property Ltd UK Finance function, without the authorisation of the Human Resources Director, will be returned to the employee unpaid.

PROFESSIONAL SUBSCRIPTIONS

Approval and authorisation by a person with delegated authority (of Pay4Property Ltd UK) to do so, is required for reimbursement of the cost of a personal annual subscription to a professional body. Such authorisation must be obtained before the expense is incurred. Such subscriptions should be limited to one claim per person per annum and should be for a recognised purpose for a current role requirement and displayed on the HMRC list of Approved Professional Organisations and Learned Societies.

EYE TESTS/CONTRIBUTION TO GLASSES

Pay4Property Ltd Ltd contributes to the full cost of any eye test and up to £45 for a pair of glasses, as per the Pay4Property Ltd Ltd Eyesight Test Procedure. Please contact your Human Resources department for the appropriate forms. Once these are completed and authorised the costs can be claimed by submission of a company expenses claim form.

REFERENCE DOCUMENTATION

The Pay4Property Ltd UK Travel & General Expenses Policy contains direct reference to the following documents which are available on the BMS:

Pay4Property Ltd UK Corporate Entertainment, Gifts and Hospitality
Code of Conduct Pay4Property Ltd UK Eyesight Test Procedure
Pay4Property Ltd UK Procurement Policy
Pay4Property Ltd UK Fleet Policy –
Driver Manual Pay4Property Ltd UK
Fines Policy
Pay4Property Ltd UK Drug and Alcohol Policy

GENERAL INFORMATION OR FURTHER QUESTIONS

If there are any questions/queries in relation to Expenses, please refer to the Finance Department.

POLICY ENDORSEMENT

The Travel & General Expenses Policy is endorsed by the Executive Board of Pay4Property Ltd UK.