

MANAGEMENT POLICY

Expenses

Version 3

Legal & Compliance



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Travel costs and reasonable out-of-pocket expenses, including but not limited to transportation, mileage if driving, hotels, meals, hotel phone and internet charges, and any necessary copies or postage, are not included in the Fees and will be invoiced separately.

Customer understands that the Services may be performed by a resource from a remote location. In such event, Customer agrees to be responsible for such resource's travel expenses to Customer's site.


Travel costs will be calculated by reference to an employee's office, which may not necessarily be the closest to the Customer site.

Travel costs will be claimed according to the method of transport used:

- Car: Mileage incurred will be claimed at the appropriate HMRC mileage rate for the relevant tax year
- Train: Second class rail travel
- Plane: Economy class for journeys up to 4 hours including transfer time, all other – business class.

Additional costs such as parking and taxis incurred in conjunction with the above will be charged.



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