

Expenses policy

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1. REIMBURSEMENT OF EXPENSES
 - 1.1 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses in breach of this policy may result in disciplinary action.
 - 1.2 We publish information on the circumstances in which expenses need to be authorised before they are incurred and who can authorise them.
 - 1.3 Expenses will only be reimbursed if they are:
 - (a) claimed using forms that are available from the policies and procedures section of the Ultimate Planet website and submitted to accounts@ultimate-planet.com;
 - (b) submitted within sixty (60) days of being incurred;
 - (c) supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
 - (d) where required, authorised in accordance with instructions in force at the time the expense was incurred.
 - 1.4 Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account.
 - 1.5 In exceptional circumstances we may, at our discretion, agree to reimburse expenses that have not been incurred or submitted in accordance with this policy. In each case you should provide full details of why it was not possible to follow this policy.
 - 1.6 Any questions about the reimbursement of expenses should be put to your designated contact or accounts@ultimate-planet.com before you incur the relevant costs.
2. TRAVEL EXPENSES
 - 2.1 We will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable/possible and you should use existing travelcards or season tickets wherever possible. The following are not treated as travel in connection with our business:
 - (a) travel between your home and usual place of work;
 - (b) travel which is mainly for your own purposes; and
 - (c) travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.
 - 2.2 Trains. You will only be reimbursed for the cost of standard class travel unless expressly authorised in accordance with the current authorisation procedure to travel first class. A receipt should be obtained for submission with an expenses claim form.
 - 2.3 Taxis. We do not expect you to take a taxi when there is public transport that would not greatly increase your journey time. However, when this is not the case, you can travel by taxi only if it is pre-authorised and there is no alternative. A receipt should be obtained for submission with an expenses claim form.
 - 2.4 Car. Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of

mileage in accordance with the current authorised mileage rates authorised by HM Revenue & Customs. Details of the current mileage rates can be obtained from the Accounts Department. You can also claim for any necessary parking costs which need to be supported by a receipt or the display ticket.

2.5 Air travel. If you are required to travel by plane in the course of your duties you should discuss travel arrangements with your designated responsible person in advance. Where possible, arrangements will be made by Ultimate Planet on your behalf but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.

2.6 We will not reimburse any penalty fares or parking fines that you may incur while travelling on our business.

3. ACCOMMODATION AND OTHER OVERNIGHT EXPENSES

3.1 If you are required to stay away overnight in the course of your duties you should discuss accommodation arrangements with Ultimate Planet in advance. Where possible, arrangements will be made by Ultimate Planet on your behalf, but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.

3.2 When you are required to stay away overnight in the course of your duties, to the extent that these are not included in the cost of accommodation, we will reimburse your reasonable out-of-pocket expenses provided they are supported by receipts for the following:

- (a) breakfast up to a maximum of £4 a day;
- (b) lunch and an evening meal including non-alcoholic drinks up to £10 a day for lunch, £20 a day for an evening meal or, where both are incurred on the same day, an overall maximum of £30; and
- (c) a flat rate allowance of £5 for each night spent away from home for incidental expenses.

3.3 For the avoidance of any doubt, when the cost of attending an event (such as a conference) involving an overnight stay includes the cost of accommodation and/or meals, additional claims under this policy should not be made for those items.

4. ENTERTAINING CLIENTS

4.1 You may request to entertain only where your proposal has been agreed in advance with your designated responsible person.

4.2 A proposal to entertain clients should be made in writing and should include the following details:

- (a) what form of entertainment is proposed (for example, a meal at an identified restaurant);
- (b) who will be attending both from our business and from the community;
- (c) how it is considered that our business interests will be furthered by your proposal; and
- (d) the costs it is anticipated will be incurred.

4.3 Ultimate Planet will discuss your proposal with you and, subject to authorisation, where possible arrangements will be made by the co-founders on your behalf. Where

this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.