

Expenses Policy and Procedure

Introduction

This outlines the Company's policy on the authorisation and reimbursement of approved business expenses incurred during the course of your employment.

The Company reserves the right to refuse to pay an expense claim if the expenditure is not previously approved, unreasonable or unnecessary, or if the appropriate documentation has not been provided.

Failure to follow this policy will constitute a disciplinary offence that will be managed in accordance with the Company's Disciplinary Procedure (detailed on our Disciplinary Policy and Procedure).

Your entitlements and responsibilities

Travelling expenses

Travelling expenses apply to the Head Office staff only and will be paid to you when you need to travel on Company business to other locations, and this is generally limited to the cost of travel from the Head office to the destination and return. You must obtain a prior written consent before making any purchases from your line manager.

The Company will normally reimburse:

- standard-class rail fares
- business mileage in accordance with HM Revenue & Customs guidelines or as advised by the Company
- car-parking costs (but not parking fines or penalties) incurred whilst undertaking your duties for the Company
- air travel
- taxi fares if no suitable public transport is available

Overnight expenses should only be incurred when an overnight stay is unavoidable and prior permission has been obtained from your manager. In certain circumstances, the Company will provide you with an overnight accommodation allowance. This allowance includes a set amount, to be determined in advance, for an evening meal, bed and breakfast. It does not include unreasonable expenses, such as use of the mini bar.

As none of the security personnel are based at a permanent site and are required to work at/from any sites in the United Kingdom as required by the needs of the business and our clients; your travel expenses will not be reimbursed unless pre-approved by your line manager specifically and will have been accrued as a necessary mean to carry out your duties or as part of your contract of employment.

Your responsibilities

You must use the most cost-effective transport methods and routes in conducting business. You must speak first to your line manager before you make any business-related expense. Only once you have received a written authorization for this expense, you may proceed.

Should your expenses be approved, all original receipts must then be submitted back to your line manager on an appropriate Expenses claim form to proceed with reimbursement. You should ensure that all expense claims are made promptly, no later than one week following this expense or as directed by the Company.

Claims for business mileage must be supported on a completed mileage record sheet, giving full details of the journeys involved and the reasons for them.

Credit card

Company credit cards may be provided to certain members of staff, which are strictly for business use only. Company credit cards are not to be used for personal expenditure. The Company reserves the right to withdraw any credit card from you or to restrict your use of the credit card without giving notice or reasons.

If you are found to be using the Company credit card for personal use, this may be treated as a disciplinary offence and could lead to disciplinary action, up to and including the termination of your employment without notice for gross misconduct and you will be required to pay back any sums spend on the company credit card for personal use.

When your employment ends, for whatever reason, any Company credit card must be returned to the Company no later than on the final day of your employment.

Policy Review and Assessment

This policy may be amended by Interr at any time to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO
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