



SMART 5 Consulting Limited

Travel and Subsistence Policy

t: +44(0) 20 3686 6135

m: +44(0) 780 944 9726 [Syed]

w: <https://www.smart5.co.uk>

e: syed@smart5.co.uk, info@smart5.co.uk

Effective Date: 12-06-2024

1. Introduction

SMART 5 CONSULTING LIMITED ("the Company") is committed to managing travel and subsistence expenses responsibly and transparently. This policy outlines the guidelines for business travel and reimbursement of associated expenses.

2. Purpose

The purpose of this policy is to ensure that all travel and subsistence expenditures are necessary, reasonable, and appropriately documented.

3. Scope

This policy applies to all employees, contractors, consultants, temporary workers, volunteers, interns, and agents ("employees") working for or on behalf of the Company.

4. Policy Statements

- Authorization of Travel: All business travel must be approved in advance by the employee's manager. Travel should be planned to minimize costs while meeting business needs.
- Travel Booking: Employees must book travel through the Company's approved travel providers. Employees are encouraged to book travel well in advance to obtain the best rates.
- Air Travel: Economy class should be used for all flights unless otherwise authorized. Business class may be permitted for flights exceeding a specified duration with prior approval.
- Accommodation: Employees should stay in moderately priced hotels. Accommodation expenses must be reasonable and necessary for the business purpose.
- Meals and Incidental Expenses: Employees will be reimbursed for reasonable meal and incidental expenses incurred during business travel. Receipts must be provided for all expenses claimed.
- Ground Transportation: Employees should use the most cost-effective mode of transportation. Car rentals should be approved in advance, and public transportation should be used whenever feasible.



- Travel Advances: Travel advances may be provided for anticipated expenses. Employees must account for all advances upon return and repay any unused funds.

- Expense Reporting: All travel and subsistence expenses must be documented and submitted using the Company's expense report form within a specified time frame. Original receipts must be attached to the expense report.

- Non-Reimbursable Expenses: Personal expenses, fines, alcohol, entertainment, and any other non-business-related expenses will not be reimbursed.

5. Responsibilities

- Employees: Employees are responsible for ensuring that their travel and subsistence expenses are reasonable, necessary, and comply with this policy. Employees must submit expense reports accurately and timely.

- Managers: Managers are responsible for approving travel requests and reviewing expense reports for compliance with this policy. Managers must ensure that expenses are justified and properly documented.

6. Monitoring and Review

- The Company will regularly monitor and review travel and subsistence expenditures to ensure compliance with this policy. Periodic audits may be conducted to verify the accuracy and legitimacy of expenses.

7. Sanctions for Non-Compliance

- Any breach of this policy may result in disciplinary action, up to and including termination of employment. Employees found to have submitted fraudulent expense claims will be subject to legal action.

8. Contact Information

For any questions or concerns regarding this policy, please contact:

SMART 5 CONSULTING LIMITED

Registered Address: 23 Quarles Park Road, Chadwell Heath, Romford, RM6 4DE, UK

Email: [appropriate contact email]

Acknowledgment

I, [Employee Name], acknowledge that I have read and understood the Travel and Subsistence Policy of SMART 5 CONSULTING LIMITED, and I agree to comply with it.

Signature: _____

Date: _____

This policy will be reviewed annually and may be amended at any time to ensure its effectiveness.

SMART 5 CONSULTING LIMITED

Registered Office: 23 Quarles Park Road, Chadwell Heath, Romford, RM6 4DE, UK

Company Number: 12281263

VAT Registration Number: 415164715

