Travel and Expense Policy

**Scope**

This policy applies to all operational employees of COMPANY

**Purpose & Aims**

The purpose of this policy is to provide direction in relation to claiming expenses

**Policy Overview**

All travel and expense claims must be submitted in a timely fashion and must be signed off by the employee’s immediate line manager prior to submission to NAME for processing through Payroll.

Receipts in support of expense claims e.g. car parking tickets, lunch receipts etc must be submitted along with the claim form. No claim will be paid out unless valid receipts are produced.

Mileage claim forms must be submitted on a monthly basis and must outline in detail each journey taken, the distance in kilometres and the relevant mileage rate. The rate per Kilometre is AMOUNT.

It is recommended that you use Google maps or AA Roadwatch to confirm the distance travelled. Once your form is complete it should be submitted to your line manager for approval.

Where an employee is required to stay overnight due to a work assignment, the company will pay an overnight allowance of AMOUNT per night. Overnight Allowances will only be paid where the employee has been authorised to stay overnight by an appropriate member of the management team.

**Abuse of this Policy**

Any abuse in the application of this policy will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.