

XX International Limited Travel Policy

Authorisation

The Travel authorisation form is to be completed for all travel outside of London and all relevant sections are to be completed before signature. Before doing so, you should visit our home page, select FCO Travel Tips, select Travel Advice, select Country. If the advice contains warnings against all but essential travel, then your journey must be authorised by a director based on a risk : business case analysis.

Reservations

XX passengers must book airline, car rental and hotel reservations through your appointed TMC. Travel not booked through your appointed TMC Travel may not be reimbursed by XX.

Reservations should be made as far in advance as possible, as this can have a significant effect on the cost of the journey.

The passenger must furnish your appointed TMC with a full project or solicitation number (not merely a name). Your appointed TM Care instructed not to take bookings otherwise. They will also ask whether the authorisation form has been signed. If it has not, they cannot take the booking.

Air Travel

Passengers should request airline reservations according to approximate necessary departure or arrival time, and indicate the degree of flexibility available. Reservations may not be made by specific airlines or flight numbers as this may affect the cost of the journey.

Your appointed TMC are instructed to offer the lowest available fare including fixed-flight non-refundable and back-to back. In the case of non-refundable, a penalty fare may be payable if the passenger has to change flights, but this is fairly uncommon and, over a period, the penalties are out-weighted by the original savings.

There are reductions if you spend Saturday night away - this may appeal to you for personal reasons.

Class of Travel

For domestic flights and overseas flights of up to and including six hours flying time, Economy Class should be used unless Business Class is authorised and reimbursed by the client and this must be confirmed in advance by Accounts.

For flights lasting over six hours, Premium Economy (World Traveller Plus in the case of BA) may be used. Business class may only be used if these are not available or if an overnight flight is involved.

For rail, including Eurostar, economy class travel should be used unless a higher class of travel is reimbursable by the client.

Upgrades to a higher class of service at XX's expense are not allowed. You may, however, use your own air miles for this purpose if you wish.

Insurance and Health & Safety Precautions

While travelling on business, you are covered by XX Travel Insurance and by SOS.

If you are travelling to any country outside mainland Europe or North America, you should read the FCO advice on your destination.

You are also urged to visit the BA Travel Centre in Piccadilly where we have an account. They can give professional advice and provide you with any jobs you may need. It is normally recommended that you have the jobs at least six weeks before travel. Authorisation forms can be obtained from Clare Krause. This service is for business travel use only.

Travel to and from the airport

Where ever possible, public transport should be used.

If this is not possible, black taxis or local minicab firms may be used.

Travel Restrictions

Single engine aircraft may not be used under any circumstances.

No employee may pilot a plane on company business.

No more than three company officers may travel aboard the same aircraft.

Spouse/Partner Travel

Spouse/partner travel will not be reimbursed by XX except in exceptional circumstances. In such a case, it will be taxable as an employee benefit.

Personal Travel

Personal travel can be arranged through your appointed TMC. It will be invoiced to you individually and must be paid for promptly or through your personal credit card. Should any individual abuse this privilege, it will be withdrawn.

Hotel Accommodation

Hotel reservations must be made through your appointed TMC, who have access to corporate rates or better, with the following exceptions:

There is no such hotel in an area convenient to your requirements.
You have a fondness for a particular cheaper hotel.
The client has a special rate on which we can "piggy-back".

All reservations are guaranteed for late arrival and, if the trip is cancelled, the reservation should be cancelled by 16.00 local time on the day of arrival to avoid a "no show" billing.

It is your responsibility to cancel the reservation and you should obtain a cancellation number for your records. "No show" bills are the responsibility of the traveller and will not be reimbursed.

You should provide your credit card details to your appointed TMC, if requested.

Hotels practise "yield management" where prices often go down when occupancy is low. It is, therefore, worth asking about the lowest rate at the time of check-in.

Costs of hotel meals and laundry services may be claimed, as may a drink with your meal. Sessions in the bar and inroads into the minibar will not be reimbursed and these are your responsibility.

Authorised mileage rates

Car mileage rates will be paid in accordance with the rates published by HM Revenue & Customs from time to time.

For Health & Safety reasons, staff using their own car on business are required to produce to Clare Krause copies of their driving licence, MOT certificate and insurance (which is to include occasional business use).

