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## Travel and Expenses Policy

### 1. Scope

- 1.1 This Policy applies to all suppliers doing business with BT or acting on our behalf. The supplier will, and will procure that all Supplier Personnel will, comply with the content of this Policy.
- 1.2 Wherever possible the supplier should take advantage of other communication tools such as Skype or video conferencing before the use of travel options.

### 2. Flights

- 2.1. The traveller will ensure authority is obtained before booking travel arrangements, providing details of total cost. Consideration must be given to alternative modes of transport and associated time efficiencies if practical on short haul trips e.g. Eurostar or other rail travel.
- 2.2. The traveller will book flights as early as possible to take advantage of discounted fares.
- 2.3. The traveller will ensure it has an e-ticket before flying as e-tickets are mandatory on all applicable routes.
- 2.4. The traveller will accept the lowest logical direct fare, including low cost airline, non-flexible and non-refundable tickets, as it is often cheaper to purchase these types of tickets and change/cancel rather than buy a fully flexible ticket in the first instance.
- 2.5. Consideration must be given to non-direct routes where they are a viable option.
- 2.6. The traveller acknowledges that loyalty points should not be a factor when selecting an airline or hotel.
- 2.7. The traveller will book economy class for travel under 8 hours, except with the express prior authority from a BT representative.
- 2.8. The traveller may book business class for continuous air travel over 8 hours with the prior approval of a BT representative, unless staying for a longer duration or where the day following travel is a non-working day when consideration must be given to economy, premium economy, World Traveller Plus or similar products.
- 2.9. The traveller will familiarise themselves with the security guidelines contained in the booking confirmation documentation and ensure they have photographic identification with them when travelling on an e-ticket, even on domestic flights.
- 2.10. The traveller will ensure expense claims include a copy of email approval by a BT representative and a copy of the invoice and receipt.
- 2.11. The traveller will obtain refunds for unused tickets and ensure that refunds are fully accounted for in the expense claim, tickets must not be destroyed as even on non-refundable tickets the tax may be reclaimed, ensure that the refund is received by BT.

### 3. Vehicle Hire

- 3.1. The traveller may hire a vehicle where there is no suitable alternative public transport or when it is clearly in the business interest of BT.
- 3.2. BT will reimburse the cost of vehicles hired for business travel, plus associated fuel costs. To help reduce costs, the supplier will ensure that all hired vehicles are delivered/collected from the rental company itself where practical.
- 3.3. The traveller will give due consideration before hiring a vehicle for less than 1 day, particularly for one-way journeys or for travel to and from an extended business trip (e.g. a residential training course).

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- 3.4. The traveller will hire vehicles in car groups A, B or C, except when travelling with passengers or luggage or equipment.
- 3.5. The traveller will ensure the hired vehicle is only used for business travel to satisfy insurance requirements.
- 3.6. The traveller is responsible for ensuring any additional charges are settled for each day of hire (e.g. congestion charges and road toll charges). Additional business related costs such as garaging, parking and tolls will be reimbursed, receipts must be provided wherever possible.
- 3.7. Hire vehicles must be returned fully refuelled where practical (less the fuel used to return the vehicle for home/business collections) to avoid surcharges.
- 3.8. The traveller is personally responsible for any fines or penalties associated with parking, congestion charges or driving violations for rented vehicles or their own vehicle). Such fines or penalties will not be reimbursed by BT.

### **4. Personal Cars for Business Travel**

- 4.1. The supplier will ensure that if Supplier Personnel want to use their own car for business travel this is agreed with their line manager and a BT representative prior to travelling and they confirm with their insurance company that this is a permitted use of the vehicle.
- 4.2. The supplier acknowledges that insurance for use of personal cars, including personal injury, is the supplier's and/or the Supplier Personnel's responsibility. BT will not contribute to the costs involved.
- 4.3. The supplier acknowledges that BT's reimbursement rate for use of a private vehicle will be made available upon request from the BT representative.
- 4.4. For journeys longer than 200 miles, a hire car must be used.
- 4.5. The supplier will ensure claimants certify exact mileage for journeys undertaken for business purposes.
- 4.6. The supplier will ensure that fuel receipts support the VAT that BT recovers on mileage claims and will ensure that claimants make every effort to include fuel receipts for business mileage incurred when submitting mileage claims even if the receipt has no direct bearing on the claim being made.

### **5. Accommodation**

- 5.1. Loyalty points should not be a factor in a traveller's decision regarding the selection of hotel accommodation.
- 5.2. The traveller will use the most cost effective accommodation (typically 3 to 4 star standard hotel) and will not pay more than the BT preferred hotel rate in any particular location.
- 5.3. BT will reimburse all reasonable costs associated with overnight stays e.g. meal and drink, excluding mini bar and personal entertainment such as movies, up to the value of £25/€30/\$40 per day or local equivalent.
- 5.4. The traveller will avoid placing calls direct from the hotel room. The traveller acknowledges that business calls made from hotels must be claimed at cost with receipt.
- 5.5. The costs for hire of secure facilities (e.g. safes to store laptops and personal belongings) will be reimbursed at cost.
- 5.6. It is the traveller's responsibility to ensure that accommodation is cancelled as soon as it is feasible.
- 5.7. Failure to cancel a guaranteed hotel reservation in line with the outlined timescales and conditions of the rate will lead to a cancellation/no-show charge for the accommodation. BT will not reimburse no-show charges which are not the result of a business driven decision outside of the individual's control and outside of the relevant cancellation policy, as these charges are the personal responsibility of the traveller.

### **6. Rail travel**

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- 6.1 The traveller must ensure that their train ticket is purchased in advance where possible to secure the best fares through the BT preferred consultant the [trainline.com](http://trainline.com).
- 6.2 The traveller must ensure that they take full advantage of any time restricted discounted tickets, other special offers and consider advance ticket purchase, all of which offer significant savings on standard fares.
- 6.3 The traveller must, where travel arrangements allow, take the lowest priced ticket available for the day of travel, but must be aware of any restrictions associated with the ticket.
- 6.4 Standard class travel must normally be used for all rail journeys.
- 6.5 First class will only be authorised under exceptional circumstances, for example where no standard rail class is available or the traveller is journeying with a customer that is travelling first class, or in circumstances where the cost of travel is less than that of standard class (e.g. discounted rate, special offers).
- 6.6 A higher class of travel may be permitted in locations or on rail operators where a higher class is required to provide the same standard of comfort and safety as is consistent with standard. For example, travelling within India/China/South America (at the discretion and approval of a BT representative).

### 7. Taxis

- 7.1. Taxis may only be used where it is cost effective or no feasible alternative travel arrangements exist. To avoid surcharge and waiting times, taxis should not normally be pre-booked.

### 8. Visas and passports

- 8.1. It is the traveller's responsibility to ensure that they travel with a valid passport and secure the necessary visa/work permits appropriate to the country they are travelling to for the purposes of their particular visit. Any associated costs must be approved in advance by a BT representative.

### 9. Travel Expense Claims

- 9.1. All business travel expense claims must be accompanied by a receipt, usually a VAT receipt or if outside Europe a company buyer's receipt. If a receipt is not available this must be declared at the time of submitting the claim and as an alternative a copy of a card statement may be submitted.
- 9.2. Contractor and agency employees must ensure they have permission from their agency, and appropriate insurance.
- 9.3. All expenses must be claimed back through their agency.
- 9.4. If the traveller extends a business trip for personal reasons, any costs, including travel and accommodation, beyond business need are at the traveller's own expense.

### 10. Definitions

For the purposes of this Policy the following definitions will apply:

**"Affiliate"** means any company, partnership or other entity which from time to time BT:

- (i) owns (directly or indirectly) at least twenty (20) per cent of the voting stock of another entity;
- (ii) has the power (directly or indirectly) to appoint the majority of the board of directors or power (directly or indirectly) to control the general management of another entity; or
- (iii) both BT and the supplier agree in writing may be considered as under control of that Party for the purposes of this Policy;

**"BT"** means British Telecommunications plc and its Affiliates from time to time; and

**"Supplier Personnel"** means any persons engaged by the Supplier or its subcontractors in the performance of the Supplier's obligations under any contract with BT.