



Experian
UK Travel and Expenses Policy - January 2015

Our Approach

Set out below are details of our policies and procedures relevant to travel and the reimbursement of expenses. (Ref: Experian Internal Document – Travel, Expenses and Hospitality (UK) October 2015).

Before booking travel please consider whether it is essential to your business need or whether there is an alternative facility which can achieve the same results, such as WebEx or video conferencing.

Basic Fundamentals

- Ensure travel, accommodation and other costs, are essential to your business needs and consider video conferencing as your first option before booking travel. Any expenses must be accompanied by a clear justification so that the nature of the expense is understood by anyone who reviews it
- Always utilise lowest cost options that are available – public transport should be used wherever practical
- VAT receipts must be submitted with all expenses claims – any expense claims submitted without an accompanying VAT receipt will not be reimbursed
- If they exist, be aware of maximum expenses limits
- All travel costs must be agreed in advance and prior to booking
- No expenses are recoverable for claims made after more 45 days of the date incurred

Mileage

Any UK mileage covered in personal vehicles for business journeys shall be reimbursed in accordance with HMRC's Mileage Allowance Payments policy. The current rates are available at the following address: <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

Travel Insurance

You are responsible for arranging and the cost of any insurance required for travel.

Air Travel

Economy Class should be used for all travel where the actual flight time is 6 hours or less. Premium Economy should be used for all flights over 6 hours, unless travelling overnight and attending work upon arrival in which case you are entitled to Business Class

Passports/Visas

You are responsible for having a valid passport and obtaining a visa, as well as completing all relevant documentation prior to travel and any costs associated with such documents.

Rail

Rail travel should be standard class. Business Class rail should only be booked by exception.

Taxis/Hire Cars

Public transport should be used wherever practical. Taxis/Hire Cars should only be used in exceptional circumstances – for example a taxi following overnight long haul flights is acceptable.

Working away with hotel accommodation

Where Experian pricing deals are in place, these should be used unless rooms are unavailable and / or alternative accommodation can be found at a lower cost. Standard rooms should be booked at all times.

When staying in a hotel whilst on business trips, you may claim up to £35 within a 24 hour period. This is to include evening meal, and drinks. All expenses claims must be supported by VAT receipts.

Claims for alcohol

The purchase of alcohol will not be accepted as an item for reimbursement or direct settlement, unless part of your overnight allowance as stated in this policy.

**Working Away**

Single day (out of hours allowance)

Expenses of up to £15.00 on the basis of receipted claims, to cover additional meals and drinks, may be claimed whilst working away from your base location, only when you are required to travel before 6.00am or after 9pm.

Recovery of value added tax**General**

A proper VAT receipt is required for the purpose of recovering VAT in respect of qualifying business expenditure.

A VAT receipt should include the following information:

- Customers name and address
- Invoice date and tax point
- Description of services
- VAT rate
- VAT registration number
- Suppliers name and address
- Type of transaction and identification number
- Value of supply
- Vat charged
- Total charged

Please ensure that in all appropriate cases, the necessary VAT receipts are attached to all expense claims; so as to enable us to claim credit in respect of the VAT amount. It should be noted that where an invoice amount is less than £250 the following detail will only be required to be shown on the invoice:

- Name
- Address
- VAT number of retailer
- Time of supply
- Description of goods/ services
- Total amount including VAT amount
- For each rate of VAT, the total gross amount

Foreign expenses

Expenses incurred on business trips abroad include VAT. It should be noted that where such expenses are incurred, VAT receipts must be provided to support each expense.