



EMPLOYEE TRAVEL AND EXPENSE POLICY

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1 INTRODUCTION

Reasonable travel, accommodation, subsistence, entertaining and other expenses incurred by an individual in the execution of CDC business will be reimbursed by CDC. Reasonable expenses are defined as those that are cost effective weighed against the purpose of the business activity. Staff should be sensitive as to what is perceived as reasonable in the current business climate.

It is not possible to set out rules for every conceivable situation and so you are required not only to adhere to the express terms in this policy, but also to exercise your judgment to ensure that all claims made are within the spirit of the policy. CDC reserves the right to reject or reduce claims that are considered to be excessive.

2 TRAVEL

2.1 Eligible Classes for Air Travel

Journey	Class of travel
Under 9 hours travel time	Economy
Over 9 hours travel time	Business
Overnight flight	Business

If business class is not available, economy class should normally be used, although in exceptional circumstances the head of the relevant department may authorise first class travel and the reasons for first class travel must be appropriately documented on the travel requisition.

2.2 Fully Flexible Tickets

To be booked in exceptional circumstances only, with the reasons appropriately documented on the travel requisition and authorised by the person's manager.

2.3 Flight Restrictions

More than three CDC staff travelling on the same flight is a situation that should be avoided if possible.

2.4 Rail Travel

Rail travel will normally be standard class unless the individual needs to carry out CDC work in which case first class travel is allowed and should be approved by the person's manager prior to travel. First class is permitted for travel overnight in a sleeping berth.

2.5 Travel to/from UK airports and train stations

Whenever practical, staff should typically use public or airline transport to travel to and from the airport, including the express trains to Gatwick and Heathrow airports. In certain other circumstances, such as travel to/from home from/to the airport, a taxi may be taken with manager approval. An individual may use his or her own vehicle to travel to/from the airport if this is the most practical method of transport and the aggregate of mileage allowance and airport parking fees is the least cost solution.

2.6 Travel booking Policy

All air and non UK rail travel requires a completed travel requisition form signed by the individual travelling and authorised by his or her line manager before travel takes place. Generally, overseas travel is booked through CDC's travel provider. In circumstances that the travel provider is not able to arrange the travel, for example when using budget airlines, travel may be booked directly.

If flights are cancelled or amended and this results in a change in the price of the travel, the amendment / cancellation section of the original travel requisition form must be completed and authorised by the traveller's line manager, normally prior to the changed tickets being issued.

2.7 Combining Business and Personal Travel

Any non-business travel undertaken on a business trip must be listed on the travel requisition form along with any additional costs attributable to the non-business travel. The individual travelling must pay in full such additional costs for personal travel prior to travel.

2.8 Emergencies

In emergencies, the normal travel policies are waived as it is accepted that, in extreme circumstances, staff may need to travel in whatever manner is possible. Extreme circumstances may include, but not be limited to, severe environmental difficulties, acts of God, war and civil disruption, acts of terrorism or any incident that has the potential to affect the safety or well-being of a member of staff.

2.9 Other business travel

Individuals are required to use their judgement to select the most appropriate form of transport for business journeys, considering factors such as cost effectiveness, duration and safety.

3 INSURANCE COVER

3.1 Medical Insurance

CDC holds medical insurance which covers staff travelling overseas on business for trips of up to six weeks. All staff should ensure they are in possession of a Medical Assistance card which gives a 24 hour helpline telephone number. They will provide medical advice and assistance regarding repatriation, hospital admission, special equipment and medicines, referral to specialists and hospital guarantees whilst abroad.

Reference should be made to the Travel Advice Section of the Foreign and Commonwealth Office website www.fco.gov.uk. This will give up-to-date information on areas of potential unrest to which travel is discouraged. Proposed travel to these areas should be cleared by CDC's Treasury department before booking travel. Currently, travel to the following countries will only be covered if the prior agreement of the insurance underwriters is obtained: **Afghanistan, Somalia, Pakistan and Nigeria (the Niger Delta Region only) and Iraq.**

In the event that a staff member required medical attention whilst overseas, a claim form must be completed on return to the UK.

3.2 Baggage and Personal Property Insurance

CDC will reimburse staff members for the loss of luggage and personal property necessary for the purpose of a business trip, due to fire, theft or natural disaster during business travel. Losses by theft must be reported immediately to the police.

CDC's insurance policy does not:

- apply for the duration of any personal leave during the same trip; or
- cover personal items such as jewellery, watches, cameras, etc. that are not required for business purposes.

Cover is limited to a maximum of £5,000 with any one item capped at £750 (£3,000 limit for laptop computer; £1000 limit for cash provided the loss is reported to the police or transport carrier within 48 hours of loss).

3.3 Insurance Claims

Upon return to the UK, employees should contact Treasury department and arrange to complete an insurance claim form. The completed form should be returned to CDC's insurers with all relevant supporting documentation including original receipts for any essential replacement items purchased. Any items that have been purchased should not form part of an expense claim, as the claim for reimbursement will be submitted either to CDC's insurers or the airline.

4 VISAS, MEDICALS AND VACCINATIONS

4.1 Visas

Where any member of staff is travelling to a location that requires them to be in possession of a Business Visa, this will be arranged by either CIBT or Amex. Where regular travel to any one location is anticipated, a multiple entry visa should be sought. Staff must ensure they obtain visas as soon as possible in order to minimise the cost to CDC.

4.2 Medicals

Members of staff who are likely to be travelling on company business are required to be medically fit to do so. It is recommended that individuals making less than 8 international trips, i.e. outside Europe, or spending cumulatively less than 6 weeks over a 12 month period on company business, should undergo a medical once every two years. It is recommended that those travelling more frequently should undergo an annual medical.

All CDC staff are encouraged to have regular eye tests in accordance with Health & Safety policies as detailed in the staff handbook, section (e).

4.3 Vaccinations

All staff travelling on company business must ensure that the required vaccinations are valid for any particular country/region and it is the individual's responsibility to ensure that their vaccinations are kept up to date.

5 HOTELS AND ASSOCIATED COSTS

5.1 Choice of hotel

Staff should usually use hotels from the list of preferred suppliers or obtain his or her line manager's approval for hotels not covered by the preferred list. Hotel bookings should ordinarily be arranged via CDC's travel provider where possible unless cost benefits are for the hotel booking to be made by the visiting location. In this case, the hotel should typically either be on the list of preferred suppliers or of comparable price.

In cities where CDC does not have a contracted hotel, or all contracted hotels are sold out, the lodging selected should normally be a business class hotel. Where staff are required to attend a conference, they would usually be expected to stay in the hotel where the conference is being hosted.

5.2 Hotel costs

CDC will reimburse the individual travelling for all reasonable hotel expenses incurred, including the following:

- laundry and dry cleaning costs on a business trip over three days; and
- costs for use of gym equipment or pool facilities if available;

However certain costs are usually not reimbursable by CDC and are to be met by the individual travelling which include, but are not limited to:

- hotel room mini-bar items except water or soft drinks; and
- spa treatments or video film hire

5.3 Subsistence

CDC will reimburse reasonable costs incurred for meals. A detailed receipt should normally be provided by the individual travelling with the expense claim.

5.4 Phone calls

Whenever possible, international calls should be made using a CDC mobile phone. If this is not possible, the individual travelling should seek alternative telephones and in exceptional circumstances use hotel phones.

Personal calls to the UK should ordinarily be kept to a reasonable level. Staff will be expected to pay for excessive personal calls.

6 ENTERTAINMENT

CDC business entertainment should be reasonable and receipts must have details of the names and company of all entertained guests. When more than one employee is present at the meal, the most senior employee at the table should usually pay the bill and claim for the expense.

All Board and staff entertainment will normally use appropriate internal arrangements, on a modest scale, unless special dispensation is given by the CEO or Chairman to entertain staff or CDC directors outside the CDC office.

7 FOREIGN CURRENCY

Employees are responsible for obtaining their own foreign currency.

8 NON REIMBURSABLE EXPENSES

Expenses that will not be reimbursed by CDC include but are not limited to:

- cash advances on company credit card ;
- fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programmes;
- airline upgrades outside CDC policy;
- non-business travel expenses;
- hotel/ in-flight movies; and
- costs for personal guests.

9 ADDITIONAL LEAVE

Individuals who spend in excess of 12 nights cumulatively overseas during a calendar year are entitled to additional leave equal to 1 day for each 12 nights overseas subject to a maximum of 5 days additional leave. The additional leave must be taken in the year it is earned. The additional leave will be forfeited if not taken, with no option to buy out.

If, in the course of a business trip, you are required to work over a weekend or your travel arrangements entail either your flight departure time occurring before 6pm on a Sunday or your flight arrival time occurring after 10am on a Saturday, you will be entitled to take one day's holiday for each day so worked as time off in lieu. This should be taken either immediately before or immediately after your travel but, at the discretion of your line manager, this can be deferred to be taken at a later date but, as with all leave, must be taken in the year in which it was earned.

10 TRAINING AND EVENTS

CDC will cover the cost and transportation to and from external training courses, seminars, conferences and professional events as well as materials that have a clear relation to CDC or the performance of one's duties.