

INTRODUCTION

As part of our commitment to minimising our environmental impacts, we want to keep business travel to an absolute minimum. To do this, we promote and encourage meetings by video wherever practicable.

However, to enable RealWorth to deliver our services, help our clients improve their social impact, and for internal teamworking, travel to and from our clients' offices, projects and sites and between our offices will occasionally be necessary. This policy provides guidance to make it easier for employees to know when travelling is required, how to book their business travel and manage business-related travel expenses.

Where travel is essential, rail is the preferred option. Where rail travel is not practicable, travel by other means should be discussed with your line manager.

TRAVEL

To promote a healthy work-life balance, travelling outside the hours of 8am to 6.30pm should be avoided where possible. However, there will be occasions when travelling outside these hours is required and this is part of your job. If at any time you feel that the amount of business travel is becoming excessive for you, please discuss this with your line manager.

Normally you should book your own travel, and this will be reimbursed via expenses. Where needed an advance expense payment can be made to ease cash flow. Alternatively, you can ask your line manager to make the booking using a company credit card.

Where practicable, advantage should be taken of discounted tickets (e.g. advanced single tickets, etc). Where appropriate, travel should be booked early to take account of any savings that may be available. If travelling with a rail card is economical, please discuss this with your line manager as this may be reimbursed via expenses.

In the interests of economy, the cost of first, business, premium, etc. tickets will generally not be reimbursed. Where you feel an upgrade to a premium ticket is appropriate, please discuss this with your line manager. If this is approved, the company may pay for a premium ticket. This approval is unlikely to be given except in exceptional circumstances (e.g. medium to long-haul travel being reimbursed by the client).

ACCOMMODATION

Where an overnight stay is required, this should be discussed with your line manager in advance of booking travel.

We recognise that the cost of hotels varies by location and time of year. The notional budget for overnight accommodation is the cost of the nearest IBIS hotel +10%. At times, this may not be appropriate. When this is the case (due to availability, location, quality) please discuss this with your line manager.

Normally you should book your own accommodation, and this will be reimbursed via expenses. Where needed, an advance expense payment can be made to ease cash flow. Alternatively, you can ask your line manager to make the booking using a company credit card.

Where practicable, advantage should be taken of hotel deals (e.g. by using apps such as Hotels.com or Booking.com). Where appropriate accommodation should be booked in advance to take account of any savings that may be available.

MEALS AND OTHER DISBURSEMENTS

Food and drink can be claimed for via expenses when travelling on business and for overnight stays. For trips lasting more than a couple of days, an advance expense payment can be made to ease cash flow. Alternatively, you can ask your line manager to make the booking using a company credit card.