

**Travel and Expense Policy****1. Policy Statement**

Keltech Personnel may be required to travel to destinations both within Ireland and also within Europe, for the purpose of attending work related business such as training / meeting requirements.

This document serves to clarify the means by which travel should be arranged and parameters that employees must adhere to. It is Company policy to reimburse employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of Company business.

All travel must be done in accordance with this policy to qualify for reimbursement and use of the Company credit card. Employees are asked to exercise prudent business judgement regarding expenses covered by this policy. When submitting expense reports to claim reimbursement, employees are expected to neither gain nor lose financially.

**2. Purpose**

The purpose of this policy is to provide Managers and employees with guidelines for work related travel and expenses.

The objective of this policy is to:

- Ensure all travel is authorised before it is booked;
- Ensure that no staff member is financially disadvantaged when incurring travel costs in the normal course of their work;
- Minimise the total cost of travel by maximising the use of preferred providers; and
- To be as flexible as possible to accommodate the needs of the employee who is travelling, enabling the individual to perform their duties immediately upon arrival at their point of destination.

**3. Scope**

This policy applies to all employees of Keltech.

**4. General Principles**

- 4.1. When travelling on business employees should make use of the mode which is the most efficient, taking into consideration both time and cost effectiveness. Maximum use should be made of public transport, in order to minimise costs. Taxis should only be used for short journeys and where alternatives such as buses are not a viable option.

**5. Responsibilities****5.1. Company Responsibilities**

- 5.1.1. The Company realises that business travel can, at times, be costly. With this understanding, the Financial Controller will provide the company credit card for company travel expenses.

**Travel and Expense Policy**

- 5.1.2. Employees who incur unforeseen travel expenses are also required to comply with this policy. Employees submitting expenses that are not in compliance risk delayed or forfeited reimbursement. Cases of significant abuse will be investigated and may result in disciplinary action up to and including employee termination.
- 5.1.3. The Finance Department is responsible for ensuring that any expenses reimbursed or paid for by the Company are in compliance with this policy along with ensuring Credit Card payments have valid receipts. Reimbursements for expenses that are not in compliance with this policy or non-valid receipts for credit card payments require written approval by the Department Manager.
- 5.1.4. Human Resources are responsible for ensuring that this Travel Policy is available to all employees.
- 5.1.5. Any queries relating to this policy should be directed to Human Resources or the Financial Controller.

**5.2. Employees' Responsibilities**

- 5.2.1. Employees travelling are responsible for complying with the Travel and Expense Policy.
- 5.2.2. Once the travel is booked, this must be submitted to HR in order to update the Time & Attendance System and issue to Finance to release Company credit card.

**6. Company Vehicles**

- 6.1. Please refer to Keltech – Company Vehicle Policy for more information and on its procedures to be followed.

**7. Expenses**

- 7.1. Employees are required to have prior approval for all expenses in advance of incurring the expenditure and must be authorised by their immediate manager.
- 7.2. Employees wishing to be reimbursed their expenses must complete an expense claim form (available in the Human Resources folder on the Shared Drive) and submit it to their immediate manager for approval.
- 7.3. The expenses claim form must detail all expenses to be reimbursed and is required to be accompanied by all supporting receipts.
- 7.4. Unapproved expenses, submissions without valid receipts and personal expenditure of any kind will not be paid under any circumstances.
- 7.5. Approved expenses are processed through the payroll and paid by credit transfer directly to the employee's bank account within 24 hours.

**8. Use of Company Credit Card**

- 8.1. Prior permission must be granted by the Financial Controller.
- 8.2. Valid receipts are to be issued to the Financial Controller for every use of the credit card. Failure to comply with this may eliminate future use of the credit card.

**Travel and Expense Policy**

- 8.3. Credit cards will not be used for personal expenditure. If a genuine error occurs, the personal items will be refunded to the company by the employee by way of cheque/EFT as soon as possible.
- 8.4. Cash withdrawals will not be made using company credit card.
- 8.5. For those that hold a company credit card on a permanent basis, The Financial Controller will send summaries of monthly credit card expenses to all card holders after month end. The credit card statement, your comments and receipts will be submitted by the card-holder to the Financial Controller within 48hours.
- 8.6. Cases of abuse to the Company credit card will be investigated and may result in disciplinary action up to and including employee termination.

**9. Car Rental**

- 9.1. Cars should be rented by employees when other means of transportation are unavailable, more costly, or impractical. Employees are required to have full clean drivers licence and dependent on the car hire company be over the age of 21 or 25 years old.
- 9.2. Due to strict rental policies adopted by Car Rental agencies, all employees requiring car hire must use their own credit card for bookings and rentals. (The employee renting the car must be the driver and the credit card used must be in their name).
- 9.3. The employee must also ensure fully comprehensive insurance is on the hired car.
- 9.4. The Company can transfer the amount of the car rental to your personal account to cover the costs of the booking/rental; to avail of these employees must inform the Finance Department of their intention to use a car rental agency 48hrs in advance along with providing signed Pre-Trip Approval Form.

**9.5. Preferred Hire Companies**

- 9.5.1. Keltech have preferred car hire companies – Avis, Budget and Hertz. Employees are encouraged to utilize these companies whenever feasible. At destinations where preferred suppliers are not available employees should select good quality, moderately priced rental cars.

**9.6. Size Limit**

- 9.6.1. All rentals should be for intermediate size cars or smaller (e.g. Ford Focus) or if an upgrade is provided by the rental company at no cost.

**9.7. Refuelling**

- 9.7.1. Employees may be required to refuel cars prior to returning them to the rental company. If this is the case, the employee can keep the receipts and will be reimbursed by the Company.

**9.8. Tolls**

- 9.8.1. Where tolls are incurred by an employee as a result of a business trip, these may be reclaimed on production of the relevant receipt.

**9.9. Fines / Penalties**

- 9.9.1. The company is not responsible for paying speeding, parking or other fines incurred by employees while using hired car. In the event that such fines or penalties are included on the hire-car companies' invoices, they will be deducted from the employee's next pay.

**Travel and Expense Policy****10. Other Transportation**10.1. Travel Sharing

10.1.1. It is recommended that if two or more individuals are travelling to the same location that one employee share the travel with others starting from the place of work.

10.2. Rail

10.2.1. The standard travel for Company employees is in economy class.

10.3. Taxi

10.3.1. The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable by the Company. Receipts are required for all transportation expenses. However, maximum use should be made of public transport.

10.4. Flight

10.4.1. The standard travel for Company employees is in economy class.

**11. Hotel / Accommodation**11.1. Preferred Hotels

11.1.1. Keltech have preferred hotels that they use such as IBIS or Premier Inn. Employees are encouraged to utilize these companies. At destinations where preferred hotels are not available employees will use a guide price of €100 as being the maximum price to pay for 'room only' accommodation per night. In the event that the cost is likely to be greater than these guidelines, advance written approval will be obtained from the employee's immediate manager

11.1.2. The Company will settle the amount for the bed and breakfast on your behalf, however, you must provide receipts of such accommodation on your return.

11.1.3. The company will not pay for 'in-room entertainment' for hotel stays e.g. movies, games etc or the newspaper.

11.1.4. Hotel telephones will not be used for making calls unless they are less expensive than using a mobile device.

11.1.5. Laundry services at a hotel will not be used by employees unless in exceptional circumstances and with the advance written approval of the employee's immediate manager.

**12. Meals**

12.1. Personal meal expenses are those incurred by employees when dining alone on an out-of town business trip. Personal meal is referred to as dinner and non-alcohol beverage. All such expenses must be clearly detailed on the Expense Claim Form.

**13. Breach of the policy**

13.1. In the event of an employee found to be in breach of this policy, this may be subject to disciplinary action up to and including dismissal.