**Rolls-Royce Contractor and Strategic Supplier Travel and Expense Guidelines**

**TRAVEL**

The Amex GBT / Rolls-Royce Travel Service may be used by our Suppliers and contractors (including Consultants and Secondees) **only** in respect of business activity associated with Rolls-Royce. Any travel bookings relating to non-Rolls-Royce business **must not** be booked via Amex GBT. Whilst booking via Amex GBT will allow access to Rolls-Royce preferential negotiated rates (air/hotel/car/airport transfers), the primary duty of care rests with their employer, both in terms of preparing travellers for the trip and assisting them if anything goes wrong. All reservations will need to be paid for using an individual credit card and suitable travel insurance will need to be provided by their employer.

For clarity there are 2 categories of contractor which have different requirements in terms of bookings:

Category 1 – Contractor who is on a fixed term contract with Rolls-Royce and has an Employee ID and loaded into Workday. These contractors have been set up with access to book via Concur Travel – go into your profile and add in your credit card details, nationality and passport information, for more complex travel please ring Amex GBT. Expenses should be managed via your Contract Agency (e.g., AMS).

Category 2 – Other contractors/visitors or suppliers. These travellers will be treated as “unprofiled travellers” by Amex GBT so bookings will need to be made by telephone and all details provided at time of booking. Alternatively the [Travel Request Form](https://rollsroyce.sharepoint.com/%3Aw%3A/r/sites/engineroom/en-gb/travel_expenses/Documents/Travel/Travel%20Request%20Form%20Non%20UK%20Payroll.docx?d=wb540dc57fbd34f05a196eefdea600521&csf=1&web=1&e=AfFrc4) can be used.

Any traveller issued with Rolls-Royce IT equipment will need to adhere to the Rolls-Royce IT Security Policy for Travel. Rolls-Royce reserve the right to charge any associated fees incurred for the Travel Booking to the employee and/or supplier.

**Air Transportation**

Reference must be made at the time of booking that the reservation is for a non-employee travelling on behalf of Rolls-Royce and must be booked through Amex GBT who will direct the traveller to the lowest logical air fare and suitable property.

### Our travel categories

We have classified Air Travel into two categories. These are:

* 6 hours or less / Domestic Travel – Economy
* over 6 hours – Economy, Premium Economy or Business

Premium Economy or Business class air travel can be undertaken for travel > 6 hours. This must be agreed upfront by the RR budget holder prior to travelling. The company default is economy so any cost exceeding this must be approved in writing.

### Overnight travel

You should always aim to take daytime flights even if it means a slight extension to your trip.

### Choosing your airfare and airline

You must always choose the lowest cost airfare that’s available within one hour of the time you need to travel for domestic regional flights and within three hours for international flights. This should be the case no matter how flexible the airfare is.

**Planning your trip**

Ensure you book your travel in one single transaction a minimum of 14 days before you travel in order to reduce the cost of travel.

**Being flexible**

Amex GBT will automatically provide you with the lowest fare for the route, date and time you ask for – as long as it’s in line with our current travel policy. But being flexible on the date and time of your travel, or taking indirect flights for long haul travel, can make large savings. You should take this into account when booking any travel.

**Rail travel**

All employees should book ‘Standard’ Rail Class fare for all journeys, and these should be booked directly with the Train operator. The booking of non-flexible tickets and use of off-peak trains is encouraged.

**Accommodation**

Rolls-Royce standard is generally 3-star hotels unless competitive rates have been negotiated at 4-star hotels. Standard corporate rooms will normally be used unless special contract arrangements permit the use of other rooms at no extra charge. Rolls-Royce operate a city rate cap policy and reservation costs should not exceed this amount. Amex GBT will ensure that you are booked into a suitable property in the right location and within rate cap. Wi-fi is typically included in the Rolls-Royce negotiated rate and therefore paying extra should be by exception.

For any stays longer than 7 days Serviced Apartments should be used with Amex GBT assisting in sourcing suitable accommodation or directly with SilverDoor Serviced Apartments if no other travel is being arranged.

**Driving after flying**

For your own safety you shouldn’t drive immediately after you’ve come off a long or any overnight flight. Instead, arrange for a chauffeur car or taxi to meet you, or take the bus or train. If you do have a car at the airport that you need to drive back, check into a hotel – an airport hotel is ideal – and get at least six hours rest before you get on the road.

**BUSINESS EXPENSES**

This is to be used when setting maximum values for expenses to be passed on to Rolls-Royce, values more than these are to be on the Supplier account. This is for guidance only it is your responsibility to set policies appropriate your business and employees.

Expenses must be reasonable and can only be claimed if they are in direct relation to business activities undertaken by employees that have a specific business purpose. Expenses that are not business related, i.e. expenses of a personal nature are not allowed under the UK Travel; Policy and should be paid for personally by the employee. Allowable expenses will only be paid on a ‘as incurred’ basis supported by valid receipts.

Only reasonable and appropriate business expenses incurred and evidenced by a VAT receipt can be claimed and reimbursed. Where receipts are not available an explanation should be provided.

**Payment for Meals, Accommodation and Entertainment**

**Business Meals**

A meal is considered to mean a pre-prepared complete meal and not a collection of individual ingredients. Receipts must be provided to support expense claims for all meals.

**Breakfast**

Breakfast is not normally claimable unless the employee has to start travelling at an unusually early time (before 6.00am) or if you are staying away on business overnight. Breakfast is typically included in the Rolls-Royce negotiated hotel rate.

**Lunch**

You can claim when on company business and where you cannot do what you normally do. Employees can claim up to £6 receipted as a contribution towards lunch costs, or the cost of an equivalent meal in overseas locations to subsidise any additional expenses incurred.

**Evening Meals**

You can only claim for an evening meal if you will be exceptionally late home (after 8:00p.m.) and stop for a meal before reaching home or if you are staying away on business overnight. You can claim an alcoholic drink (e.g., a glass of wine or a beer) with your evening meal where it is within local country custom and does not contravene safety requirements for your role.

**Drinks/Refreshments (non alcoholic)**

When away on business, you can claim for up to two drinks per 24 hours if self service facilities are not available. Plus, one with your breakfast and evening meal if you are away from your place of work overnight on company business.

**Mileage (UK only)**

From your home, or normal place of work, to another place of work or transport (e.g., the airport) supported by a fuel receipt only for journeys of 5 miles/8 kilometres or more (one way). You cannot claim from home to your primary Rolls Royce location. Mileage claims should be per single or return journey and should not be for grouped for multiple claims

**Private Car (ppm is pence per mile)**

Up to 4,000 miles / tax year - 45 ppm. Over 4,000 miles / tax year - 25 ppm.

**Car Rental**

Rolls-Royce has a Global agreement with Enterprise & Avis Car Rental, which can be booked by Amex GBT in conjunction with a flight or directly with Enterprise for UK domestic (if more cost effective than using a private vehicle and claiming mileage). You must select the rate that includes insurances.

**Key Contacts (UK)**

Amex GBT – 0207 949 4921 GB.Travel@amexgbt.com

Groundscope - 0845 680 9279 (option 1) customerservices@groundscope.co.uk

Enterprise – 0344 335 0218 Option 1 euadr@ehi.com

SilverDoor – 0208 090 8087 rollsroyce@silverdoorapartments.com