



# Rolls-Royce Contractor & Strategic Supplier Travel & Expense Guidelines

## TRAVEL

The Amex GBT / Rolls-Royce Travel Service may be used by our Suppliers & contractors (including Consultants & Secondedees) **only** in respect of personnel/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 should ask a Rolls-Royce colleague to make their booking on their behalf using the “Guest/Visitor” function on Concur. For more complex travel please ring Amex GBT who will need your credit card details (please ensure you mention you are a contractor).

Category 2 – Other contractors/visitors or suppliers. These travellers will need to create a profile in the Amex GBT system prior to making a reservation – details on how to do this are provided on Page 5.

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. Travel should not be booked or expenses claimed through Concur.

## 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



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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.



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## **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 6.30am) and the authorising manager then considers the claiming of breakfast to be reasonable. Breakfast is typically included in the Rolls-Royce negotiated hotel rate.

### **Lunch**

Lunch is not normally reclaimable unless the employee is prevented from doing what is the norm for them at lunchtime.

### **Evening Meals**

Receipted claims up to £20 (cap) excluding, VAT, drinks and tips are allowable. Amounts in excess of this figure need to be explained.



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## **Alcoholic Drinks**

Alcoholic is no longer able to be claimed with an evening meal.

## **Refreshments**

You can claim one drink per 24 hours (non alcoholic), plus one with your breakfast and evening meal if you are away from your place of work overnight on company business.

## **Mileage (UK only)**

The miles claimed should be business mileage either from home or normal place of work, depending on start location, to another R-R location or outside business location. You can use external web sites (eg [AA mileage calculator](#) or [RAC mileage calculator](#)) if you need an estimate of the miles for your trip. There is a minimum journey limit of 5 miles to another place of work outside your normal place of work.

## **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 Avis Car Rental, which can be booked by Amex GBT in conjunction with a flight or directly with Avis for UK domestic (if more cost effective than using a private vehicle & claiming mileage). The Avis AWD code is A303500 with all insurances being purchased through Avis.

## **Key Contacts (UK)**

Amex GBT - 0207 949 4921 [GB.Travel@amexgbt.com](mailto:GB.Travel@amexgbt.com)

Groundscope - 0845 680 9279 (option 1) [customerservices@groundscope.co.uk](mailto:customerservices@groundscope.co.uk)

Avis - 0344 544 7000 (Option 3)

SilverDoor - 0208 090 8087

## **Instructions for Rolls-Royce Contractors/Suppliers (Profile creation)**

In the first instance please email [GlobalTravelTeam@rolls-royce.com](mailto:GlobalTravelTeam@rolls-royce.com) with a business justification and the name of the RR sponsor, which will enable the supplier/contractor company to be set up with Amex GBT and access to the portal. Regular suppliers/contractors are already set up.



# Rolls-Royce Contractor & Strategic Supplier Travel & Expense Guidelines

Log onto HRG (Amex GBT) Travel Portal using the link below:

<https://hrgsuite.com/rollsroyce>



Welcome to the Rolls-Royce HRG i-Suite

HRG i-Suite is an online corporate travel portal that provides travellers and travel managers specific and relevant travel related information and services, including policy-compliant travel bookings, trip information, notifications and management information.

**SSO users:**

[Click here](#) to return to the i-Suite

**Non-SSO users:**

Please enter your username and password.

Account Logon

Username

Password

Remember me

Log on

[Register](#)

[Forgotten Password](#)

[Forgotten Username](#)

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Click on Register

Privacy Statement.' Below this is another paragraph: 'You are required to confirm that you have read and accepted the Privacy Policy by clicking 'Accept policy'. If you choose not to accept the Privacy Policy, you will not be able to make further use of iSuite.' At the bottom of the page, there are two buttons: 'Decline policy' and 'Accept policy'. A blue arrow points from the 'Accept policy' button to the text 'Click on Accept Policy' below the screenshot."/>

Privacy statement

The information you provide when you use iSuite will be used in accordance with the Privacy Policy in the iSuite Terms of Use which you can access by clicking this link: [Privacy Statement](#).

You are required to confirm that you have read and accepted the Privacy Policy by clicking 'Accept policy'. If you choose not to accept the Privacy Policy, you will not be able to make further use of iSuite.

Decline policy

Accept policy

Click on Accept Policy



# Rolls-Royce Contractor & Strategic Supplier Travel & Expense Guidelines



## Profile registration: company selection

**i** To register with the portal and create an online profile, either for yourself or a traveller on who's behalf you are authorised, you will need to provide the following information: company name/account, personal/arranger details, contact information, a security question and answer, password, and passport and expenses details. **X**


Please complete all boxes marked with \*.

### Company, role and account details

Once you have entered a full company name, you will be able to select a role/account name. Additionally, you may be required to create a username. If so, please note that usernames should be at least six characters long and should not contain any spaces.

\* Full company name

Your security check  
A security check helps us prevent unauthorised access.

\* Complete the security check  
 I'm not a robot  [Privacy - Terms](#)

Type Rolls-Royce UK2 in the Full Company Name and check the I'm not a robot box and follow security check



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\* Full company name

\* Role  
  
Arranger  
Traveller  
Traveller and arranger

\* Account

Select Role & under Account select RR Non-Employees

\* Account

  
Rolls-Royce VIP  
RR Global Mobility  
RR Non-Employees  
RR PLC UK



## Rolls-Royce Contractor & Strategic Supplier Travel & Expense Guidelines

Your User Name needs to be either a RR email address or an email address that is registered as a regular contractor.

Complete the additional screens:

Password & Security Question / Personal Details / Passport / Company Address /  
Company Details

If you do not have a RR cost centre then please enter: NON EMP

If you do not have an RR Employee ID then please enter: 999999

On completing the application, you will then receive a link from Amex GBT to activate the profile. Please ensure you click on the link to activate. You can then update your profile with Travel Preferences, Membership Cards etc.

For support with building profiles Amex GBT contact details are:

Telephone: 0207 949 4921 Option 1

Email: [gb.onlinesupport@amexgbt.com](mailto:gb.onlinesupport@amexgbt.com)

For bookings Amex GBT contact details are:

Telephone: 0207 949 4921 Option 2

Email: [GB.Travel@amexgbt.com](mailto:GB.Travel@amexgbt.com)



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## Document Control

Date	Amended by	Summary of Change	Version Number
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