



High Speed Two Ltd

Contract Expense Reimbursement

May 2010

## CONTRACT REIMBURSEMENT OF EXPENSE

This document provides advice on entitlements for expenses that will be reimbursed as part of contracts. All contractors working on behalf of High Speed Two Ltd (HS2 Ltd) should make themselves aware of these guidelines. Should you have any questions or require further advice, please approach your contract manager in the first instance.

### 1. Travel Types

Travel, for the purpose of this policy, is defined as any travel necessary for the deliverance of your contract excluding travel between your home and normal workplace(s).

Type of Transport	Procedure
<b>TRAVEL – WITHIN UK</b>	
<b>Train</b>	All travel journeys must be undertaken by standard class. You should demonstrate you have sourced the best value ticket and open returns should be avoided where possible.
<b>Air</b>	<p>You should not travel within the UK by air unless advance written permission is given by HS2 Ltd and the flight can be demonstrated to offer value for money including time savings. Economy flights should be undertaken for travel within Europe.</p> <p>Any flight outside of Europe must be authorised in writing by HS2 Ltd before expenditure is committed. HS2 Ltd will provide advice in that authorisation on the flight which may be booked and travel class.</p>
<b>Bus</b>	The costs of bus and coach fares used for official travel will be reimbursed.
<b>Taxis</b>	Public transport should be used wherever possible. However reasonable taxi journeys will be reimbursed as long as value for money is achieved.
<b>Hire Cars</b>	<p>If it is more cost effective to use a hire car for journeys you will be reimbursed all the costs associated with the hire of the vehicle, including for insurance. You must demonstrate value for money was achieved and adequate type of vehicle was hired. Excessive claims will not be reimbursed.</p> <p>Private vehicles may not be used without advance written approval by HS2 Ltd. Proof of adequate insurance will be</p>

	required before approval will be given. A valid driving license must be shown to HS2 Ltd before using a private car or hiring a vehicle.
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## 2. Meals and Subsistence

You are entitled to purchase food/drinks if you are away from your normal workplace(s) on official business and need to purchase a meal or meals (including snacks, soft drinks and beverages). The purchase of alcohol is **NOT** permitted as part of reimbursement.

The purchasing of hot or cold drinks will not be reimbursed unless accompanying a main meal.

You may not claim for another person's meal/subsistence.

You cannot claim day subsistence where:

- the meal(s) are taken at home;
- meal(s) are provided by a third party at no cost to you; or
- the place being visited on official business is five miles or less from your normal workplace(s).

OTHER CLAIMABLE EXPENSES	
<b>Meals to Claim per Day</b>	<p>5-10 hours– one meal 10-12 hours – two meals Over 12 hours – three meals</p> <p>The time limits apply to hours away from the office when on HS2 Business only. No other meals may be claimed for.</p> <p>You cannot claim subsistence for meals where meals are provided by a third party at no cost to you.</p>
<b>Meal Rates</b>	<p>Breakfast - £7.50 Lunch - £10.00 Dinner - £25.00</p>
<b>Incidentals</b>	<p>£5 per night – within London £10 per night - overseas</p>

<b>Accommodation</b>	<p>£120 per night – Within London £100 per night – Outside London</p> <p>This amount will entitle you to reasonable standard accommodation – ie a room with en suite facilities, bed, TV, telephone and tea/coffee making facilities. You should stay within the indicative rate.</p> <p>Where you fall outside the indicative amount, you must provide an explanation as to why you were required to spend more than the indicative amount. It is at the discretion of the HS2 Ltd whether the additional funds will be paid.</p>
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### 3. Receipts

Original receipts for all expenditure must be obtained and you must keep attached to your invoice. Where receipts are not attached to the invoices, these amounts will NOT be reimbursed.