

Tecknuovo - Supplier Expense Policy

Effective: February 2025

General

Expenses may only be claimed for a Business Visit where the Supplier's statement of work expressly states that such expense claims are allowed pursuant to this policy and subject to these terms and conditions.

No expense claims will be payable where Supplier fails to obtain and provide evidence that expenses have been incurred and have been Approved.

The Supplier shall only be entitled to claim expenses for a maximum of one Business Visit per month unless otherwise stated in the Supplier's statement of work or this has otherwise been Approved.

Definitions

Approved	the prior written approval of Tecknuovo;
Business Visit	the Supplier's attendance at an Office where required by Tecknuovo;
Customer	Tecknuovo's customer;
Destination Location	(i) the train or coach station in closest proximity to the Office for travel by coach or train; (i) Office for travel by car;
Home Location	(ii) the train or coach station in closest proximity to the Supplier's home office (or residential address if not a personal service company) in England for travel by coach or train; (iii) the Supplier's home office (or residential address if not a personal company) in England for travel by car (Supplier Office);
Journey Time	the total travel time between the Home Location and Destination Location;
Office	means Customer offices, other than (i) any base Customer location identified in the Supplier's contract and/or (ii) any Customer location within one hour's commute of the Supplier Office.

Travel and Accommodation – Claim Terms and Conditions

In accordance with our environmental objectives and ISO14001, we require Suppliers to prioritise Train Travel over other forms of Travel to and from the Destination Location.

- Train Travel (including tram, tube, metro):** Train Travel expenses will be paid for a return trip from the Home Location to the Destination Location for the Business Visit. It is a requirement that the Supplier books standard class train travel only, utilising the shortest route to the Destination Location. Train travel must be booked as far in advance as possible and at the cheapest available fare.
- Coach/Bus Travel:** Coach/bus travel expenses will be paid for a return trip from the Home Location to the Destination Location utilising the shortest route to the Destination Location. It is a requirement that the Supplier books standard class coach/bus travel only. Coach/bus travel must be booked as far in advance as possible and at the cheapest available fare.
- Car travel:** Mileage expense claims will be paid from the Home Location to the Destination Location based on the shortest route. Mileage will be paid in line with HMRC mileage allowance rate for the current tax year: 55p for the first 10,000 miles for business-purposes; 25p for each business mile after the threshold of 10,000 miles at the time of issue of this policy. The Supplier shall be responsible for any road charges (e.g congestion, ULEZ, LEZ, or other similar road emissions charges), parking costs and any fines associated with car travel to and from the Destination Location. Mileage expense claims are conditional upon completion of the Tecknuovo car usage form and provision of information to meet our health and safety and environmental requirements.

- **Air Travel:** Suppliers shall not be entitled to claim expenses for flights incurred by the Supplier, such expense shall be the Supplier's responsibility, unless otherwise stated in the statement of work.
- **Associated travel costs:** It is expected that any other costs the Supplier incurs in relation to travel to and from the Destination Location and all other associated costs (e.g. food and drink and taxi/bus to and from nearest stations to the Home Location and/or Destination Location) in attending the Business Visit will be the Supplier's responsibility.
- **Overnight Stays:** It is not expected that any overnight stays will be required for the Business Visit, therefore any overnight costs will not be incurred by the Supplier, unless the Journey Time from the Home Location to the Destination Location for the Business Visit exceeds 2 hours, in which case the Supplier shall be entitled to book overnight accommodation, provided that such accommodation is Approved. The Supplier shall be responsible for any costs of food and drink associated with such stay overnight. All accommodation should be booked as far in advance as possible, on a room only basis, at the cheapest available rate, unless the cost of a room on a bed and breakfast basis is cheaper than or comparable to the room only basis. No other board basis may be claimed. The Supplier shall be responsible for the cost of any travel by bus, tax, mini cab, uber or other transport services to and from the overnight accommodation.
- **Limits on expense claims:** The total claim for expenses for the Business Visit and which are Approved shall not exceed in total £180 (inclusive of VAT). The Supplier shall not make any additional claim for expense costs above this threshold without such expenses being Approved. Expense claims must be reasonable and proportionate to enable Suppliers to deliver services effectively whilst ensuring a balance between cost and convenience.
- **Policy review:** Travel expenses may be subject to review. Tecknuovo reserve the right to revise the 'Tecknuovo Supplier Expenses Policy' at any time during the contract and to notify the Supplier by email, such update to take effect 24 hours thereafter.
- **Expense claims:** Expense claims must be reasonable and proportionate. Tecknuovo reserve the right not to pay any claim for expenses in the event the claim is deemed unreasonable, or has not been Approved, or is for a value above the maximum total expense claim threshold above. Expense claims will be paid subject to a valid VAT receipt and provided a Tecknuovo Expense Form is submitted to expenses@tecknuovo.com. For mileage expenses, 'to' and 'from' postcodes must be detailed and the number of miles travelled between the Home Location and Destination Location (and for the return trip), must also be submitted.
- **Time limit:** Expense claims under this policy incurred during any calendar month must be submitted by the end of the calendar month where at all possible and in no event more than 30 days following the date of the Business Visit. Tecknuovo reserves the right and shall not be required to make payment for any expenses claimed outside of the above time period or otherwise claimed outside of this policy.
- **Payment terms:** Expense claims will be paid within 30 days of the end of the calendar month in which the claim is submitted, providing valid claims (in accordance with the procedure above) are submitted to expenses@tecknuovo.com.