

PLYMOUTH ARENA

BUSINESS EXPENSES POLICY

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REFERENCE NUMBER: PA/IND15/2025/BXP

RESPONSIBLE PERSON: SARAH PHILLIPS

DATE FOR RENEWAL: NLT 5 YEARS

**ICONIC.
INDEPENDENT.
YOURS.**

BUSINESS EXPENSES POLICY

PURPOSE

This policy sets a framework for claiming expenses incurred on behalf of Plymouth Arena.

The policy ensures that members of staff act reasonably when incurring expenses and achieve value for money.

SCOPE

This policy applies to all members of staff who work under a contract of employment with Plymouth Arena.

Where necessary and appropriate, it may also apply to agency staff, contractors, secondees and others employed under a contract of service.

POLICY

When incurring business expenses, provided that the most economical type of travel and accommodation is used and meal allowance limits are observed, all expenses reasonably incurred while on Plymouth Arena business will be reimbursed.

All employees must, however, seek value for money through obtaining best prices for accommodation and travel. For example, by using advance booking and restricted travel times where appropriate.

Claims must be supported by detailed receipts unless specified.

Train Travel

Train travel should always be in standard class, unless there are exceptional circumstances that warrant first class travel. First class travel must be approved, in advance, by either the Chief Executive Officer or Facilities Director.

Air Travel

If it is more cost efficient to do so, air travel may be considered. Prior approval from either the Chief Executive Officer or Facilities Director must be sought.

Budget airlines should be used in preference to full-fare airlines where there is a choice of carriers. First or Business Class air travel should never be used for business purposes.

CAR TRAVEL

Where it is more economical than alternative means of travel, cars may be hired. Full insurance cover should be purchased at the time of hiring the car.

If an employee uses their own vehicle, the mileage claimed need not be receipted. However, evidence should be provided of the distance travelled, as dictated by Google Maps as the most direct route.

Car mileage for business use is paid at 45 pence a mile.

All employees who use their vehicle on Plymouth Arena business must be appropriately insured for business purposes. It is the responsibility of the employee to ensure this.

Employees are asked to consider alternative travel arrangements (such as rail) for long journeys as this may prove safer, cheaper and allow continued working.

Parking fines or penalties will not be reimbursed; and under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

EU regulations regarding Drivers Hours must be adhered to at all times (<https://www.gov.uk/drivers-hours/eu-rules>).

Taxi Travel

Please refer to the Company Taxi Policy.

FOOD AND DRINK

The cost of breakfast can be claimed, up to a maximum of £5, when on business travel that requires you to be travelling before 7am. This does not include travel to the office.

The cost of lunches purchased will be reimbursed, up to a maximum of £10, when travelling on business for a period of 5 hours or more in a single day. This does not apply to day one of a trip, where a packed lunch is considered a suitable alternative.

When meals are not included in the cost of accommodation or if you are on business travel that means that you will not return home before 9pm, you will be reimbursed for the cost of an evening meal, up to a maximum of £25, including beverages.

All claims must be supported by detailed receipts.

Meal allowances represent a limit rather than a suggested level of expenditure and they should be applied individually to each meal rather than aggregated to pay for one more expensive meal.

Where a hotel booking includes breakfast, lunch or dinner as part of the agreed rate, staff should avail of this where possible and not claim for meals additionally.

ENTERTAINMENT

Only Directors have the authority to incur costs relating to entertainment and team meals. If you are not a Director, prior approval must be obtained and a purchase order completed and signed off in advance.

Where necessary, the Business Development Executive may also have the authority to purchase refreshments during the course of business meetings, to the value of no more than £5 per head. Any additional expenditure must be approved by either the Chief Executive or Facilities Director in advance.

ACCOMMODATION

All employees must ensure that the most cost-effective rate is obtained, which ideally does not exceed an upper limit of £155 (in London) and £135 (outside London) per night, unless exceptional circumstances can be demonstrated. All accommodation must be authorised by a member of the Senior Leadership Team in advance of booking.

As with meal allowances, accommodation allowances are intended to be upper limits rather than a suggested level of expenditure. Therefore, if it is possible to book appropriate accommodation at a lesser amount, this ought to be done.

OTHER EXPENSES

Other expenses, including, but not limited to the purchase of materials and equipment, or registration for training, conference or networking sessions, should be fully costed and approved by a member of the Senior Leadership Team, in advance. Petty Cash is no longer available to facilitate ad-hoc or small purchases.

ENFORCEMENT

EMPLOYEE

It is the employee's responsibility to ensure that they claim accrued expenses within the confines of this policy.

MANAGERS, SUPERVISORS AND COORDINATORS

It is the responsibility of the Manager to ensure that all members of staff are aware of, and understand, this policy, and that it is used appropriately within their department.

Senior Leaders are responsible for monitoring application of this Business Expenses Policy, within their own departments, to ensure full compliance.

In cases of consistent falsified or exaggerated claims, disciplinary action may be taken. Fraud is always considered a disciplinary offence, generally resulting in dismissal. Please refer to the Disciplinary Policy.

PROCEDURE

Claims should be submitted as soon as possible, but no more than three months, after they are incurred, by means of Business Expenses Claim Form.

Once all the details of the claim have been entered, it should be printed off and forwarded to your line manager, with receipts attached, for approval.

It is the responsibility of the line manager to ensure that all items claimed are legitimate and supported by a receipt.

In the event that a receipt cannot be provided for an otherwise legitimate expense, this should be highlighted by the claimant, and it is then at the discretion of the line manager whether or not that item is approved for payment.

Line managers should sign the printed claim as evidence of their review before passing it to the Finance team for processing and payment.

Once received, the Finance team will ensure payment and file all necessary paperwork for audit purposes.

Payment will be made, by BACS, within 14 days of receipt by the Finance team.

ADDITIONAL INFORMATION

Any queries relating to this policy should be addressed to a member of the Senior Leadership Team.