



# **Travel and Expenses Policy**

## STATEMENT OF PURPOSE

This policy applies to all employees of the Medray Group when they travel for business purposes or incur business-related expenses and is intended to clarify and ensure a consistent and equitable expenses reimbursement policy and business travel management programme, with uniform use, reporting and control.

Please also refer to the Appendix for your location (Ireland, Switzerland or UK) that may tailor this Group policy to make the adoption more appropriate to local custom and practice.

## COMPANY EXPECTATIONS AND POLICY COMPLIANCE

The Company will pay or reimburse for reasonable and necessary business-related expenses incurred by employees during the course of their working day or during approved travel, in accordance with this Policy.

The Company provides the expense policy to facilitate business necessities and to ensure that our employees are not “out of pocket” when carrying out their duties. Medray aims to provide a reasonably comfortable, safe and healthy environment with appropriate food and refreshments while away from your normal place of work.

In return, the Company expects that when expenses are submitted that you:

1. Behave honestly, responsibly and within the guidelines of this Policy.
2. Submit expenses at least monthly, within 30 days of incurring them (to help you get paid more quickly and support our finance team’s needs).
3. Keep all your receipts and provide VAT/tax receipts to support your expense claim. **Expense claims without valid receipts will be rejected.**

We take this Policy seriously and expect you to do the same. **If you submit an expense which is subsequently rejected, you will be liable for the cost of that expense which will be deducted from payroll.** Breaches of the Policy may result in disciplinary action or termination of employment.

Company credit cards may only be used for legitimate business purposes with valid receipts. **Claims without valid receipts will be deducted from payroll.**

If you are in any doubt therefore about the legitimacy of the business expenses, you should seek clarification and permission, prior to committing to the expense, from your line manager, the Head of Finance or the CFO. It is the responsibility of the approving manager to ensure that the policy is understood and adhered to.

There is no central function for booking accommodation or travel. Each employee should seek approval from their manager prior to committing to the expense and make their own bookings. Exceptions may be made to this for Company-wide events.

## ESG REPORTING

The following information will be required when claiming cash or credit card expenses:

- Taxi – distance in miles/KMs
- Rail – distance in miles/KMs
- Flights – distance in miles/KMs.

Expense claims not including this information will be returned. (Google maps, airmilescalculator.com can be used to calculate the miles/KMs.)

## TRAVEL

### AIR

All air travel must be approved in advance by your line manager and expenses must be charged to the Company Credit Card if one has been allocated to you.

All travellers are encouraged to book as far in advance as business warrants and to utilise sound judgment when selecting alternatives.

The use of non-refundable tickets is encouraged but not required - use best judgment since the cost to renew can be significant.

### International

Long haul flights will be considered subject to full trip duration and purpose, cost, availability and at the final discretion of the CFO. All flights less than 8 hours should be booked in economy class, coach or comparably priced fare class. There will be occasions where exceptions to this may be considered and these must be approved by the CFO.

## ROAD

### Car

If you use your personal vehicle to conduct Medray Group business, you are entitled to claim a round trip mileage rate according to the rates appropriate to your local jurisdiction and your local car policy.

For employees where their office has been agreed to be their home, all business mileage is reimbursable at the rates agreed for that Region. Employees whose office is located in a Medray facility can only claim as business mileage the excess of the daily commute. In this case, mileage to and from home is not reimbursable.

Destination and reason for mileage claimed must be included on the expense claim form. If circumstances with respect to your principle private residence change you must notify HR and the Finance team.

### Car rental

Company car/van drivers who are in need of a rental vehicle must book one via Fleet Operations as detailed in the Company Car Policy.

Car rental reservations for non-Company car drivers must be approved in advance by your line manager and expenses must be charged to the Corporate Credit Card if one has been allocated to you. You are encouraged to book as far in advance as business warrants and to follow these guidelines:

- Economy/compact cars are the standard unless more than 2 are travelling in which case a larger saloon vehicle may be chosen. Additional upgrades may be permitted if transporting materials, cargo space is an issue or more than 4 people are travelling.
- Automatics are often more expensive and so should normally only be taken if you have a driving license that only allows you to drive an automatic and you should discuss with your line manager ahead of making a booking.
- The refuelling option should be declined and the car must be returned fully fuelled.
- Rental cars should be returned to the original rental location to avoid drop-off charges.
- Insurance coverage should be taken at the point of hire.

## RAIL

Train travel may be permitted as an alternative to air or car travel but standard tickets must be purchased and tickets must be pre-booked.

## TRAVEL RELATED EXPENSES

### Accommodation

All hotel reservations must be approved in advance by your line manager where possible and must be charged to a Company Credit Card if you have one.

Anyone working on site late in the evening may book a hotel without prior approval from their line manager provided the following principles are applied.

It is expected that you will book hotel reservations at reasonably priced and/or hotels with which the Medray Group has Corporate agreements.

Employees staying overnight for meetings in the Dublin office should use The Address hotel, booking via [reservations.citywest@theaddresscollective.com](mailto:reservations.citywest@theaddresscollective.com) and quoting the Medray account, corporate room rate of standard room at €155/night, bed & breakfast.

The general principle is that hotels should be those that are well established, reasonable in price and conveniently located to your destination. Rooms should be single-room accommodation typically occupied by business travellers.

You are responsible for all hotel cancellations and for reclaiming reimbursements (less cancellation fees) from the hotel directly. **Note:** The Company is **targeting** the following nightly rates :

- Metropolitan areas £150/€180 (or equivalent in local currency) per night (inclusive of breakfast)
- Non-Metropolitan areas £100/€120 (or equivalent in local currency) per night (inclusive of breakfast)

### Other travel related

The following travel-related expenses **are acceptable** and Company employees will be reimbursed for these expenses provided valid receipts accompany the claim:

1. Baggage (no more than 2 bags) and advanced seat bookings.
2. Parking (long term parking should be used for travel exceeding 24 hours).
3. Foreign currency charges.
4. Visa.
5. Tips for meals (up to 10% in UK and MENA/APAC, 20% in US), providing not already included on the bill.
6. The hire/use of GPS with hired cars.
7. Wifi and other charges for connectivity where free connectivity is not available.

The following travel-related expenses **are not acceptable** and Company employees will not be reimbursed for these expenses:

1. Laundry service/dry cleaning (unless the business stay is for >3 nights).
2. Airport lounge access.
3. Mini-bar contents (except bottled water).
4. Movies/videos.
5. Parking fines or other traffic violations.
6. Child care. Pet care.
7. Any personal elements of your trip.
8. Personal car maintenance or damage to personal vehicles while on business.
9. Spa treatments and health/fitness clubs.
10. Toiletries.

## Food and entertainment

If travelling overnight on business, the Company will reimburse meals as per the Meal Allowance guidelines in the country-specific Appendix (this may be at the hotel where you are staying or a local restaurant). As with many elements within this Policy, we expect you to apply common sense to the expenses incurred. Normally a meal should be from the Set Menu (or Room Service). A moderate level of alcohol is permitted with dinner.

For business meals provided to clients/customers or other outside business associates, the cost of the meal and reasonable refreshments will be reimbursed providing the discussions are held in a suitable environment conducive to business dealings. Expense submissions should include who was in attendance, their affiliation to the Medray Group and the business purpose.

## Meal Allowances

See country-specific Appendix.

## Exceptional items

During any trip, exceptions to the above may be required (i.e. purchase of clothing if luggage has gone missing). We expect that the employee will make a careful assessment of the cost and situation prior to committing the Company to additional expense. As with all expenses, if it is subsequently decided that it was not an appropriate expense or that it was an overly costly expense, the employee may be required to pay some or all of the cost of that item or service.

## Optional consideration for additional cost avoidances

Options such as a Saturday night stay-over, a 1-day trip instead of an overnight trip and travelling mid-week all offer considerable cost savings opportunities to the Company. Employees should consider all options available.

If the traveller selects a Saturday-night stay-over, the additional cost of the stay (hotel and car) must not exceed the airline ticket savings.

## STAFF ENTERTAINMENT

Any group Staff Entertainment including flights, hotel accommodation and meals must be pre-approved by the organiser's line manager.

## CONFERENCES/EVENTS

Attendance at conferences/trade shows/events may require special arrangements. Please speak to your Manager regarding this prior to booking your visit.

## OTHER EXPENSES

### IT Equipment

Any purchases of IT equipment, software, digital tools or tech services must be submitted via email to [servicedesk@medraysupport.com](mailto:servicedesk@medraysupport.com) and be reviewed by the IT Department before proceeding. Purchases made outside of this process may not be reimbursed or supported.

### Tools

All tools purchases must be approved in advance by your line manager and claimed via your monthly expense claim.

### **Spare Parts**

Prior approval from your line manager is required for any spare parts purchases >£/€50. Spare parts needed for business use may be purchased and claimed via your monthly expense claim with accompanying receipts.

### **Home Office Equipment**

Employees whose work location is designated as Home based are expected to provide a suitable working environment (desk, chair, etc).

Field based or office based employees who occasionally work from home are provided with the tools to do their job (e.g. laptop, company car, mobile phone where appropriate) in their place of work.

If you have any queries about anything in this policy please contact your line manager, HR or Finance.