TRAVEL & ACCOMMODATION POLICY

ANSTEYHORNE
EST. 1795

Purpose

This policy sets out the principles and requirements for business travel to ensure it is conducted in a cost-effective, efficient, and environmentally sustainable manner. The organisation is committed to reducing its carbon footprint by prioritising lower-impact travel options.

This policy should be read in conjunction with Anstey Horne's expenses policy to ensure best practice in line with HMRC guidance and relevant tax legislation on claiming expenses.

Scope

This policy applies to all employees and representatives of Anstey Horne travelling on behalf of the organisation.

Guiding Principles

All business travel must adhere to the following principles:

- **Necessity:** Travel should only occur where it is essential and cannot be avoided through virtual meetings.
- **Sustainability:** Lower-carbon transport options must be prioritised.
- **Cost-effectiveness:** Travel and accommodation costs should represent value for money.
- **Duty of Care:** Travel arrangements must ensure the safety and wellbeing of travellers.

Methods of Transport

Preferred method of transport

Train travel is the default and preferred mode of transport for business journeys.

- Rail should be used wherever a practical route exists, particularly for:
    - Intercity travel
    - Journeys between major towns and cities
- Standard advance class tickets should are the preferred ticket type to be booked. Standard Premium is permitted for longer journeys. First class travel should not be booked.

Other Transport Options

Alternative modes may be used **only** where rail is not practical:

- Public transport (bus, tram) should be used for local travel.
- Personal Motor vehicles should only be considered where:
    - Rail options are unavailable, inefficient, or significantly more expensive
    - Travel involves multiple locations not easily accessible by train
    - Equipment is required making public transport difficult.
    - Driving into central London is not permitted unless you have Director approval
- Air travel should be avoided unless no reasonable alternative exists.

Hotel Accommodation

Accommodation should only be arranged where travel distances or schedules make same-day return impractical.

5.2 Eligibility for Hotel Stays

Hotels may be booked where:

- The destination is a notable distance from the employee's base location (typically where:
  - Total travel time exceeds a reasonable working day, or
  - Early start/late finish makes same-day travel impractical)
- There is a clear business need (e.g. multi-day meetings, consecutive early commitments)

5.3 Accommodation Standards

- Hotels should be arranged through the team co-ordinator. Anstey Horne has a corporate account with Premier Inn which is generally the most cost-effective.
- Alternative hotel accommodation can be arranged where:
  - The location of the nearest Premier Inn would result in additional travel being required incurring additional avoidable costs
  - Alternative Hotel Accommodation can be secured for a comparable or lesser cost than a Premier Inn.
- Luxury or premium accommodation must not be booked unless pre-approved by a Director

When Booking Hotel Accommodation, prioritisation should be given to:

  - Proximity to the work location
  - Access to public transport (especially rail)

Booking Process

- All travel and accommodation must be approved in advance by the relevant team co-ordinator/line manager.
- Team co-ordinators should use designated booking systems or approved suppliers where available.
- Advance booking is required to:
  - Minimise cost
  - Secure train travel where possible

Environmental Considerations

To support environmental objectives:

- Employees must prioritise rail over road travel
- Combine trips where feasible to reduce overall travel
- Avoid unnecessary overnight stays

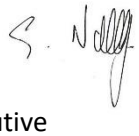
- Consider virtual alternatives (where possible) before booking travel

Reimbursement

This policy should be read in conjunction with Anstey Horne's Expenses Policy

- Only reasonable and policy-compliant expenses will be reimbursed
- Receipts must be provided for all claims
- Non-compliant bookings may not be reimbursed without prior approval

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Signed: 

Chief Executive

Date: 1 June 2025