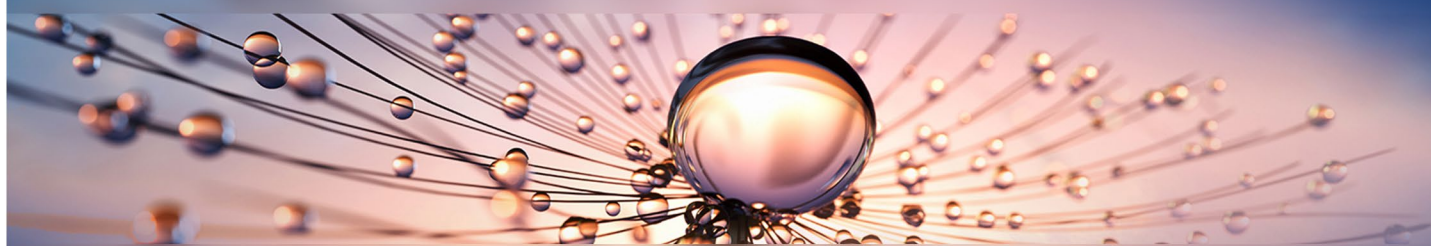


**C L I F F O R D**  
**C H A N C E**



**TRAVEL AND EXPENSE MANAGEMENT**  
MARCH 2024






# TRAVEL & EXPENSE MANAGEMENT

This section outlines the minimum standards that Clifford Chance expects of any supplier regarding travel and expense management.

When required to travel, it is expected that the Supplier selects the most cost-effective and sustainable approach to travel between air, rail and cars, including booking the Lowest Logical Fare (LLF) that does not unreasonably extend time travelling.

Please note:

- 1) Original receipts must be provided for all costs, and VAT receipts must be provided for all expenses incurred in the UK. Expenses must be claimed within six weeks of incurring the cost.
- 2) Clifford Chance reserves the right to not reimburse costs which are not in accordance with the principles below:

 <p><b>Alternatives to Travel</b></p>	<ol style="list-style-type: none"> <li>1) Clifford Chance offers alternatives to travel, including audio and video conferencing. The alternatives to travel help our firm to minimise our emissions and environmental impact as well as providing a more cost effective and time saving solution.</li> <li>2) We ask that the Supplier considers alternatives to travel and engages with Clifford Chance prior to any travel being booked.</li> </ol>
 <p><b>Resourcing</b></p>	<ol style="list-style-type: none"> <li>1) The Supplier should seek to resource projects with local (national) employees to reduce travel costs, unless non-local (international) resource is specifically requested by Clifford Chance.</li> </ol>
 <p><b>Booking your Travel</b></p>	<ol style="list-style-type: none"> <li>1) All travel must be approved in writing by Clifford Chance, and by someone with delegated authority to do so, prior to commitment.</li> <li>2) Any approved travel shall be paid for by the Supplier and invoiced separately. Full details of associated itineraries should be provided to Clifford Chance.</li> <li>3) Any approved travel shall be passed through at cost, without added handling charge, mark-up or margin.</li> </ol>
 <p><b>Air Travel</b></p>	<ol style="list-style-type: none"> <li>1) The Supplier shall travel in economy class, where approved.</li> <li>2) The lowest logical fare available should be taken irrespective of personal preference or reward schemes.</li> <li>3) Tickets should be booked as far in advance as possible.</li> <li>4) The Supplier shall book semi-restricted tickets where changes can be made for a fee.</li> <li>5) Changes to flight bookings should be kept to a minimum to avoid additional cost.</li> </ol>
 <p><b>Rail Travel</b></p>	<ol style="list-style-type: none"> <li>1) For approved rail travel, the Supplier shall use standard class only, unless there is a clear need for travelling first class, for example:             <ol style="list-style-type: none"> <li>a) First class travel is more cost effective than standard class.</li> <li>b) There are no standard class facilities to accommodate disabled or other special need requirements.</li> </ol> </li> <li>2) Fixed advance purchase tickets should be purchased to take advantage of any discounted fares.</li> <li>3) Clifford Chance will not reimburse travel to and from the agreed primary work location.</li> </ol>



# TRAVEL & EXPENSE MANAGEMENT

## (CONTINUED)

 <p><b>Hotel &amp; Lodging</b></p>	<ol style="list-style-type: none"> <li>1) Where hotels are required, these shall be pre-approved by Clifford Chance, and should not exceed £180 and/or equivalent currency (incl. appropriate taxes) per night (London), and £150 and/or equivalent currency (incl. appropriate taxes) per night (outside of London), inclusive of breakfast for overnight stay.</li> <li>2) The most cost-effective standard category room type available must be selected.</li> <li>3) Any laundry will not be reimbursed by Clifford Chance.</li> <li>4) For periods of more than two weeks, the Supplier should consider long-stay rates or studios/apartments. Reimbursement for lodging is limited to the single standard room rate in 3* or 4* equivalent hotel.</li> <li>5) Reimbursement will not be made for staying in a private home (e.g., family or friends).</li> </ol>
 <p><b>Meals</b></p>	<ol style="list-style-type: none"> <li>1) Breakfast will only be payable to the Supplier if they are required to leave work before 6am or if the Supplier is required to stay overnight. If the Supplier is required to stay overnight, breakfast should be included as part of the hotel room book.</li> <li>2) Lunch will not be payable to the Supplier, unless agreed by exception.</li> <li>3) Evening meals will only be payable to the Supplier for overnight stays, and shall not exceed £30 per person, per night, including drinks.</li> </ol>
 <p><b>Insurance</b></p>	<ol style="list-style-type: none"> <li>1) The Supplier shall maintain its own insurance policies with reputable insurance companies, as per the Agreement between the Parties, and shall promptly share any requested policies on demand.</li> </ol>
 <p><b>Mileage/Taxis /Public Transport</b></p>	<ol style="list-style-type: none"> <li>1) Where approved, mileage for cars is reclaimable at a rate of 45p per mile for motor vehicles (for the first 10,000 miles and 25p thereafter) for valid business trips up to a maximum of £40 per day.</li> <li>2) For amounts exceeding £40 the Supplier will be required to show that this was the most cost-effective method of travel.</li> <li>3) The use of taxis should be kept to a minimum and unless deemed unsafe the most economical mode of public transportation (e.g. rail, bus, subways, shuttle bus services) or rental cars should be used.</li> <li>4) All rental cars should be midsized or smaller and must be refueled before returning to avoid fuel surcharges. Clifford Chance will not reimburse fuel surcharges.</li> </ol>
 <p><b>Parking, Speeding Fines and Congestion Charge</b></p>	<ol style="list-style-type: none"> <li>1) Irrespective of the circumstances, the firm will not reimburse fines or other fixed penalty notices. This remains the responsibility of the Supplier.</li> <li>2) It is encouraged that the supplier uses public transport in London. As such, any travel through a congestion zone should be discussed and agreed with Clifford Chance.</li> <li>3) Where an oyster card has been used for travel, a printout of the oyster card journey should be printed and submitted as part of your expense claim to Clifford Chance.</li> </ol>

# TRAVEL & EXPENSE MANAGEMENT

(CONTINUED)

 <p>Hotel &amp; Lodging</p>	<ol style="list-style-type: none"><li>1) If travel plans are cancelled on the instruction of Clifford Chance, the Supplier shall take all reasonable steps to ensure prompt cancellation, reuse or obtain a refund.</li><li>2) Clifford Chance will not pay costs that could have been reasonably avoided or which have been cancelled as a result of the supplier's own actions.</li></ol>
 <p>General Business Expenses</p>	<ol style="list-style-type: none"><li>1) Clifford Chance will not reimburse general business expenses incurred during an assignment including telephony, print, copying, stationery, couriers.</li></ol>

# CLIFFORD CHANCE

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