

TRAVEL & EXPENSE MANAGEMENT

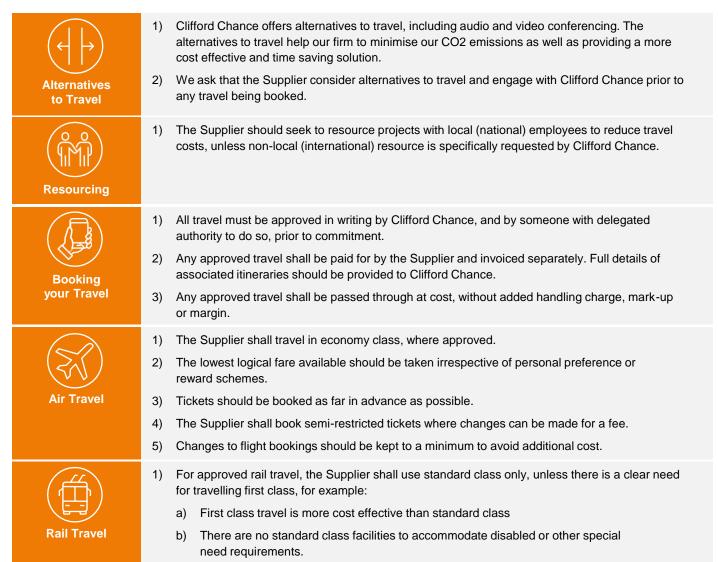
This section outlines the minimum standards that Clifford Chance expects of any supplier regarding travel and expense management.

When required to travel, it is expected that the Supplier selects the lowest cost options between either Clifford

Chance's or their own travel programme and always explores the most cost-effective approach to travel between air, rail and cars, including booking the Lowest Logical Fare (LLF) that does not unreasonably extend time travelling.

Please note:

- 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:



Fixed advance purchase tickets should be purchased to take advantage of any

Clifford Chance will not reimburse travel to and from the agreed primary work location.

discounted fares.

TRAVEL & EXPENSE MANAGEMENT

(CONTINUED)



- 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.
- 2) The most cost-effective standard category room type available must be selected.
- 3) Any laundry will not be reimbursed by Clifford Chance.
- 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.
- Reimbursement will not be made for staying in a private home (e.g., family or friends).



- 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.
- Lunch will not be payable to the Supplier, unless agreed by exception. 2)
- Evening meals will only be payable to the Supplier for overnight stays, and shall not exceed 3)
- £30 per person, per night, including drinks.



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.



- 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.
- 2) For amounts exceeding £40 the Supplier will be required to show that this was the most costeffective method of travel.
- The use of taxis should be kept to a minimum and unless deemed unsafe the most economical 3) mode of public transportation (e.g. rail, bus, subways, shuttle bus services) or rental cars should be used.
- All rental cars should be midsized or smaller and must be refuelled before returning to avoid fuel surcharges. Clifford Chance will not reimburse fuel surcharges.



Congestion

Charge

TRAVEL AND EXPENSE MANAGEMENT

- Irrespective of the circumstances, the firm will not reimburse fines or other fixed penalty notices. This remains the responsibility of the supplier.
- 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.
- 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.

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(CONTINUED)



- 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.
- 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.



1) Clifford Chance will not reimburse general business expenses incurred during an assignment including telephony, print, copying, stationery, couriers.

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^{1.} Clifford Chance has a best friends relationship with Redcliffe Partners in Ukraine.

^{2.} Clifford Chance has a co-operation agreement with Abuhimed Alsheikh Alhagbani Law Firm in Riyadh.

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