

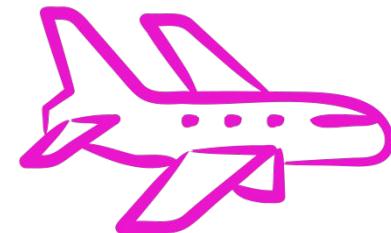
**Storytold.**

# Our Travel Policy

# So, what's this Travel Policy?

This document is designed to strike a balance between keeping travel costs as low as possible for us to visit you, and the comfort and wellbeing of our team members while travelling.

Our Travel Policy applies any time we come to see you, for instance when doing Photoshoots, Video Shoots, or Discovery Days. The following pages provide details on:



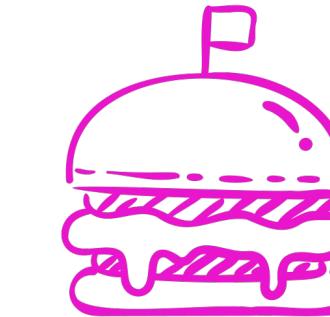
**Flights**



**Transport**



**Accommodation**



**Subsistence**

# Flights

Our team members will travel by plane on the most economical direct flight to the airport closest to you.

Our preferred airlines are Virgin Atlantic or British Airways (and American counterparts).

## **European and Short Haul**

On local flights or those where the flight length is less than 5 hours, our team will fly Economy class to save you money.

## **International and Long Haul**

Where the flight length is more than 5 hours, our team will travel in Premium Economy or equivalent as standard. Exceptions can be made in certain circumstances, at Storytold's discretion.



# Transport

Storytold team members will use their own car when appropriate. If you're in the UK or if we're driving to an airport, our mileage will be expensed at 45p per mile, along with any car parking charges we incur.

## Taxis

If we need to get a taxi/Uber during our trip, we'll pay for these at the time and then expense at the end of the trip. The most common occurrences are:

- From the Airport to the hotel
- From the hotel each morning, to you

## Public Transport

If we need to get a bus or train, we'll pay for the most economical fare. If there are local transport rules or travel cards that would keep costs down, please let us know.



# Accommodation

We'll book accommodation for our team members, at the closest hotel to you. So that we can do our best work for you throughout the trip, it's important that our team are well rested and have access to Wi-Fi during our stay. Our minimum requirements for accommodation are:

**Rooms:** 1 per team member, unless requested to save costs. This decision will be at Storytold's discretion.

**3 Star Minimum:** We need to feel safe and well-rested.

**Wifi:** The hotel must have Wifi during our stay

**Local:** Must be a half-hour taxi ride from you.



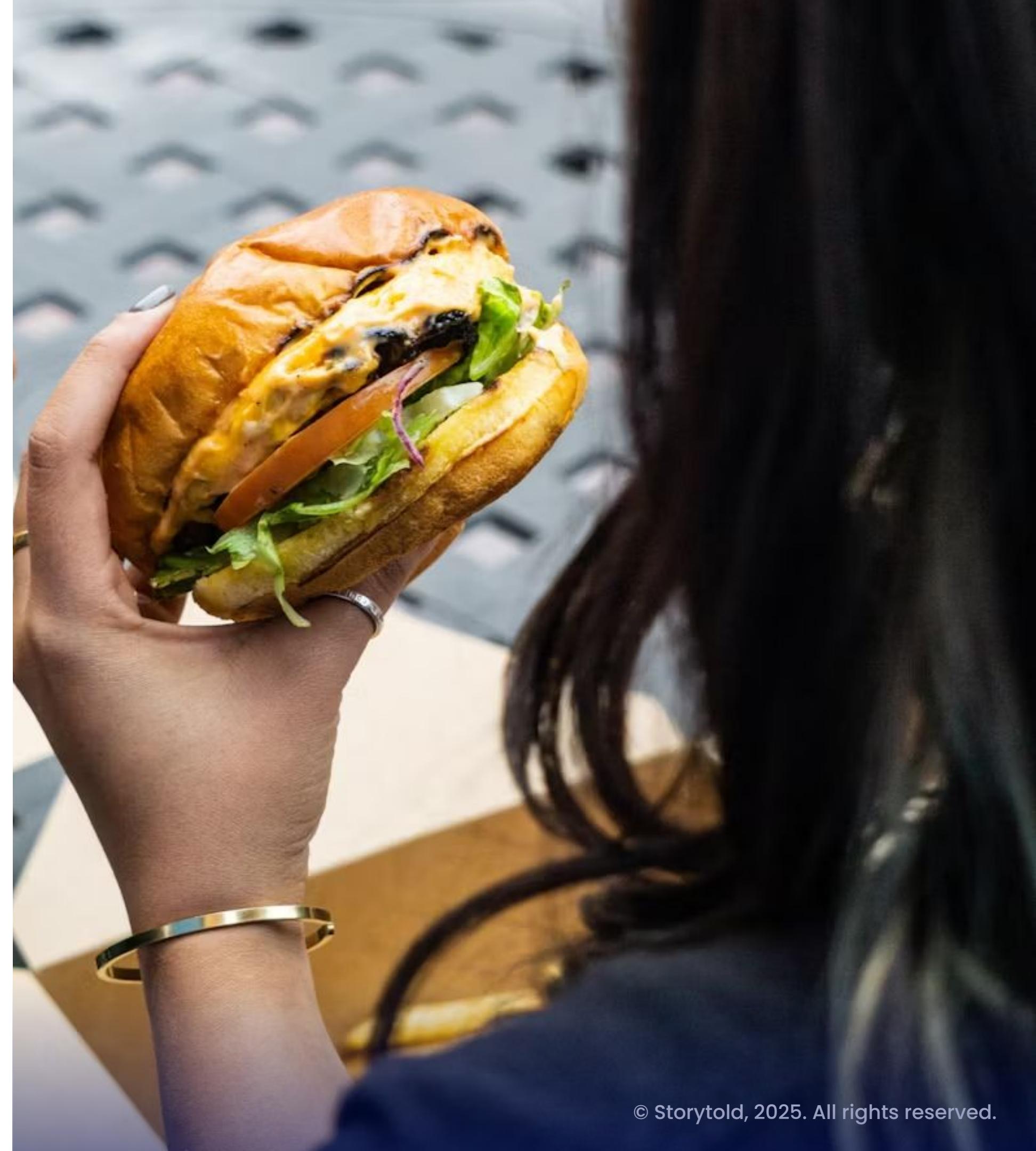
# Subsistence

Our team don't need anything fancy, but we do need to eat. The UK Government provide rules for expenses UK companies incur on food and drink while travelling. Below is New York as an example. When travelling to you, we'll apply the nearest US State or city applicable. These prices don't include tips:

Breakfast	\$18
Lunch	\$27
Dinner	\$42
Drinks	\$7.50
<b>Total per person, per day</b>	<b>\$94.50</b>

View the full list of subsistence expenses here:

[www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk#new-york-united-states-of-america](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk#new-york-united-states-of-america)



# Travel Expenses

During our work together, Storytold come and see you to create some amazing things. To get there, we'll incur travel expenses, which fall under your responsibility to cover. Our team will outline the estimated expenses for your approval, and payment of the Deliverables will be required before the trip can commence.

**Before** the trip, we will provide all cost estimates for flights, taxis, hotels and subsistence, which will be correct at the time we provide them. These will require your approval.

**During** the trip, our team will pay for accommodation, travel and subsistence costs when incurred.

**After** the trip, we'll send an Expenses invoice to you for reimbursement. The costs may fluctuate from the original estimate, but will be in the region of the amount you approved before the trip commenced.

Expenses	Estimate
Storytold Deliverables <small>(example)</small>	\$3,500
Travel & Transport <small>(example)</small>	\$2,000
Accommodation <small>(example)</small>	\$900
Subsistence <small>(example)</small>	\$600
<b>Total</b> <small>(example)</small>	<b>= \$7,000</b>

***These costs are examples: you will be sent an accurate cost estimation with this document.***

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[www.storytold.co.uk](http://www.storytold.co.uk)