

HUBFORT

BUSINESS TRAVEL POLICY

Policy Title	Business Travel Policy
Document Owner	Managing Director, HUBFORT
Applies To	All employees, contractors, directors and agents of HUBFORT
Effective Date	16 April 2026
Version	1.0
Review Cycle	Annual
Jurisdiction	United Kingdom

1. Purpose

This policy sets out how HUBFORT authorises, books, and reimburses business travel. It balances cost control with the safety and wellbeing of travellers and ensures all travel is genuinely for business purposes.

2. Scope

This policy covers all domestic and international travel undertaken by employees, directors, and contractors on HUBFORT business, including travel to client sites, conferences, and training events.

3. Pre-Travel Approval

No travel may be booked until written approval has been obtained:

- Domestic day trips within the UK: approval by the line manager
- Domestic overnight travel: approval by the line manager with cost estimate
- International travel: approval by the Managing Director with business justification and cost estimate
- Travel to high-risk destinations as defined by FCDO advice: board approval required

4. Travel Class and Standards

4.1 Air Travel

- Economy class for all flights under six hours
- Premium economy permitted for flights over six hours with Managing Director approval
- Business class only where a medical requirement is documented or the flight exceeds ten hours and the traveller is working on arrival; in either case, Managing Director approval is required

- Lowest reasonable fare consistent with schedule and safety

4.2 Rail Travel

- Standard class as default
- Advance tickets booked where practical to reduce cost
- First class permitted only where it is cheaper than walk-on standard, or where the journey exceeds three hours and the traveller needs to work on board

4.3 Road Travel

- Mileage in a personal vehicle reimbursed at HMRC approved rates (currently 45p per mile for the first 10,000 miles, 25p thereafter)
- Hire car: small or compact category unless three or more travellers or significant equipment
- Taxi and ride-hailing permitted for short journeys or where public transport is impractical or unsafe

4.4 Accommodation

- Three or four-star business hotels, central London £250 per night, rest of UK £150 per night, international rates set by destination
- Above these caps requires Managing Director approval with written justification
- Room service, minibar, in-room movies, and spa charges are not reimbursable

5. Subsistence

Reasonable meal costs are reimbursed against receipts, up to the following daily limits:

- UK travel: £35 per day (breakfast £10, lunch £10, dinner £15)
- International travel: set by destination band, issued by Finance

Alcohol is not reimbursable other than a single drink with a client meal within the entertainment budget, covered under the Business Meals Policy.

6. Booking Process

Travel must be booked through the company's approved booking channels or corporate card. Travellers should not book personal upgrades using company funds. Any loyalty points or air miles earned from company-paid travel may be retained by the traveller for future business use where reasonable.

7. Safety and Wellbeing

- Check FCDO travel advice before booking international travel
- Share an itinerary and contact details with your line manager
- Company travel insurance covers all business trips; ensure you are included on the policy before departure
- Declare any medical conditions or accessibility requirements to HR in confidence so reasonable adjustments can be made
- Rest periods: no driving within 12 hours of a long-haul flight; international travellers receive a rest day on return from trips of five or more nights

8. Combining Business and Personal Travel

Employees may extend a business trip for personal reasons provided:

- The company is not charged any incremental cost (airfare, accommodation, or insurance uplift)
- Written approval is obtained before booking
- Annual leave is booked for any non-working days
- Any companion travel is paid personally and does not use company rates or accounts

9. Expense Claims

Expense claims must be submitted within 30 days of return, with itemised receipts. VAT receipts are required for UK expenses. Claims submitted later than 60 days after the trip may be rejected.

10. Environmental Considerations

Before booking travel, consider whether the meeting can be held remotely. Where travel is needed, rail is preferred over short-haul flights on UK and near-Europe routes where journey times are comparable.

11. Breach

Unauthorised travel, inflated claims, or claims unsupported by receipts will not be reimbursed and may result in disciplinary action. Deliberate falsification of expenses is treated as gross misconduct and may be reported to the police.

12. Related Documents

- Expenses Policy
- Business Meals Policy
- Entertainment Policy
- Health and Safety Policy

Approval

This policy has been reviewed and approved for release by the undersigned.

Approved By	Role	Date
Syed Ehsan	Managing Director	16 April 2026