

Travel Costs Policy *(updated August 19 2025)*

1. Purpose

This policy outlines reimbursable travel costs for services provided by fmea.co.uk Ltd.

2. General Principles

Travel costs include all expenses anticipated for a legitimate business trip, including travel, meals, accommodation, and secondary costs.

3. Mileage

Charged at £0.66 per mile from the representative's place of residence. Applies to round trips for each booking.

4. International Travel (flights & Ferry)

- Business Class is used for flights over 4 hours.
- Premier Economy or Business Class may be booked for flexibility.
- Direct flights preferred; alternative routes or airlines may be used to meet schedules.
- UK airport preference: Birmingham (BHX); others may apply as needed.
- International trips include chargeable Travel Days (inbound and outbound) at 95% daily consultancy rate.
- Flexible fares are used for ferries
- Ferry fares will include lounge access, and cabin, if overnight travel is required.

5. Accommodation

- Bed & breakfast accommodation reimbursed at actual cost, or £140 a night whereby dates are not know.
- Hotels are typically booked via hilton.com, or an equivalent 4-star brand (e.g. Marriott, Radisson).
- Breakfast is included when booking accommodation cost.
- For stays of 6+ nights, laundry costs may be reimbursed.

6. Food & Drink

- £35 per night for meals during overnight stays.
- Excludes breakfasts provided by hotels or meals provided by clients.

7. Secondary Costs

Charged only in exceptional cases, e.g., visas, tolls, parking, internet, medical insurance, luggage fees, and penalties incurred due to rescheduling at the Client's request.

8. Purchase Orders and Approval

To minimise cost fluctuations, a PO should be provided at least four weeks prior to the event date. If actual costs exceed the estimate, written approval will be sought before incurring further expense.