



Travel, Expenses & Procurement Policy

Business Travel

Air and Rail

All travel must be authorised by the Managing Director or Finance Director. Under normal circumstances, air travel will be by economy class and rail travel by standard class.

Use of Private Cars

The use of a private car for business purposes is not encouraged. The primary reason for this is the administrative burden required to gauge whether existing personal motor insurance meets the requirement of the Road Traffic Act when private vehicles are used for business purposes. However, should you choose to use your private car, it is your responsibility to ensure that your vehicle's insurance covers business related travel.

Expenses

Any expenses or disbursements made by you in the course of your work will only be reimbursed by F4S provided that you have previously been authorised to incur such costs by the Managing Director or Finance Director.

All claims for expenses and disbursements must be made on the appropriate form, supported by the appropriate receipts, invoices, etc. and submitted to F4S within three (3) months of their occurrence.

Purchasing and Commercial

Purchasing

You may not make any purchases on F4S behalf, place orders, incur any expenses in its name or otherwise pledge its credit, unless authorised by F4S Finance Manager and Managing Director to do so.

Selling Company Services and Products



You may not undertake to offer F4S services by way of contract or any other means, unless authorised by F4S to do so. If you are required to sell F4S services or products, you will do so at the prices and on the terms set by F4S unless specifically authorised by F4S to do otherwise.

Company Debt Collection

You may not collect any monies on F4S's behalf unless authorised by DB to do so. You may not make any agreement with customers to reduce, extinguish or offset any debt owing to F4S, unless authorised by F4S to do so.