

**1.21 EXPENSES**

Issue No. 1 dated 18/1/2002

Every company must have a formal procedure in place which ensures that all expense claims are properly vetted prior to approval. All expense claims must be approved by someone who is in a more senior position to the claimant and who is at least a local company director. In the absence of the individual who normally authorises a particular claimant's expenses, authorisation should be sought from that individual's superior.

All expense claims must comply with the Group's "Staff Expenses Booklet", which has been approved by the Inland Revenue in accordance with the agreed dispensations.

When more than one Group employee is involved, it is Group policy that any expenses jointly incurred should be settled and claimed by the senior employee present.