

**Baird Group Limited**

**Business Expenses Policy for all Overseas Division Employees**

**Amendment 15<sup>th</sup> July 2022**

It is the company's policy to reimburse employees for all necessary travel, incurred while employees are engaged upon authorised company business.

The company will set levels of expenditure that are deemed appropriate and which may only be varied at the discretion of the company. It is the responsibility of all employees to minimise expenses wherever possible and to submit their claim in a timely manner.

This is a temporary amendment which is applicable from 15<sup>th</sup> July 2022 and can be withdrawn by the Company at any time.

We recognise that the cost of gas is at a height and therefore we are temporarily updating the policy for Own Car Use. As and when the price of gas falls back to low prices we will withdraw this update.

**Own Car Use**

- Prior authority must be obtained from the Area Sales Manager for any employee to use their own vehicle for business use. It is the responsibility of the car owner to ensure that their insurance cover includes business use. In addition, Baird Group Limited accepts no liability for loss or damage to private vehicles being used for business purposes
- Business mileage is considered to be any additional mileage incurred in excess of your normal commute to work.
- The business mileage incurred is to be supported by details of the starting and ending locations including information about any detours to the journey. If the mileage cannot be confirmed then the claim will be rejected.
- Tax Receipts for the fuel used are to be submitted with the claim.
- Mileage should be claimed at the rate of

\$0.59c per mile in USA

€0.30c per Kilometre in Europe

**Car parking**

- The company will reimburse the cost of car parking when employees are away from their normal place of work.
- The company will not reimburse the cost of car parking at the employee's normal place of work.