

# ARM Travel & Expense Policy for Suppliers

## Introduction

The phrase “Supplier” in this Supplier Policy shall, where relevant, also include all officers, employees, contractors, subcontractors and agents of Supplier. All references to “ARM” include the relevant contracting entity and all other ARM Group Companies that benefit from the goods and services provided. At all times Suppliers should conduct their business activities in full compliance with ARM’s Supplier Code of Conduct while performing work with or on behalf of ARM.

## Overview

This policy is designed to provide Suppliers with clarification as to what is allowed when undertaking travel on behalf of, and at the written request of, ARM.

In the first instance alternative solutions to travel should be made as safety and environmental considerations, such as the following:

- Telephone/Conference Call
- Video Conference
- E-mail

When travel is absolutely necessary, Suppliers should conclude business efficiently to limit the need for overnight accommodation.

All expenses should be agreed in advance (before travel) and in writing with the appropriate ARM budget owner or approver for the requirement. To obtain optimum service and value, Suppliers should plan their business journey as far ahead as possible and provide the maximum notice to ARM of the requirement in order to obtain the lowest fare. Booking more than 21 days in advance will often secure lower fares.

All expenses must be “reasonable”, must be invoiced to ARM against actual expenditure, be submitted within one month of incurring them, be accompanied with original receipts and not include any mark-up. Failure to provide receipts with expense claims will result in non-payment.



## Flights

The following principles must be followed when booking flights:

Short haul and Long haul: Economy/coach

All airline tickets will be booked in economy/coach and upgrades are only permitted at the supplier's expense. Flexible tickets should not be booked unless they are the lowest cost option available. Use restricted tickets, which, for a small fee, can be changed. Travel should be booked as far in advance as possible and acceptance of the lowest logical fare offered by the agent.

## Rail

All rail journeys are to be booked in Economy class

## Hotels

All hotel bookings are to be made at hotels with maximum rating of 3 stars unless otherwise agreed in writing.

## Bookings

Wherever possible, bookings for the above requirements should be undertaken by the ARM Travel Management Company to take advantage of ARM's travel programme, or Supplier's own corporate travel programme – whichever is the lowest cost.

## Mileage

Suppliers can only claim mileage or other expenses for travel by personal vehicle with the ARM Category Manager's prior written approval (including confirmation of rates applicable). "Working day" is classed as time on ARM-site only. Travel time to and from ARM cannot be charged for. All mileage claims must be accompanied by a valid fuel receipt.

Suppliers must ensure that all vehicles used are appropriately registered, insured, taxed and maintained and compliant with local vehicle laws.

Suppliers cannot claim for parking or motoring related fines or penalties

## Taxis

Suppliers should only travel by taxi when there is no other form of public transport or where travel by means other than taxi would be unsafe. Where a taxi is absolutely necessary then a signed taxi receipt for the journey must be obtained at the point of travel and submitted with the expense claim. Wherever possible, journeys should be shared to reduce carbon footprints.

## Meals/Subsistence

Reasonable evening subsistence may be claimed when conducting business on behalf of ARM with the prior written approval from ARM Category Manager. Lunch is expressly excluded from any expense claim. Any claims must be supported by original receipts.

Suppliers shall not claim for sundry expenses (e.g. laundry, internet charges, clothing, toiletries, personal grooming, newspapers, publications, client/business entertainment, hotel videos/pay to view movies, gym etc).

## Insurance

Suppliers must ensure that they have adequate medical and travel insurance in place, at their own cost, before undertaking any form of travel on behalf of ARM.

## Prohibited expenses

Suppliers shall not be entitled to claim for:

- 1 Purchases of any capital equipment e.g. laptops, mobile phones or data cards
- 2 Passports, visas, work permits or anything relating to entry/entitlement to work in a country
- 3 Personal taxation
- 4 Expenses incurred on behalf of ARM employees (all ARM employees should make their own expenses claim)
- 5 Printing costs
- 6 Communication costs of any kind (e.g. phone/video conferencing calls, internet connection) and
- 7 Any other expenses prohibited by ARM from time to time

## General

We appreciate that there may be the need for exceptions to this policy however please note that any exceptions must be agreed in writing with ARM Procurement or the ARM Travel Manager.

