



Expenses Policy

Agile Centre will be reimbursed for reasonable expenses wholly, necessarily and exclusively incurred in connection with the deliverables outlined in the contract. Agile Centre should not be either financially advantaged or disadvantaged by genuine business expenses.

Agile Centre are responsible for the payment of all expenses that are incurred, with the exception of where a direct settlement of such expense has been previously agreed.

Reasonable Expenses are defined as the following:

Travel

The Client will reimburse Agile Centre for the reasonable costs of amounts necessarily expended on travelling in the performance of the duties under the deliverable of the contract, including the travel to and from the venue.

Agile Centre representatives will travel by the most cost-effective mode of transport taking into account the journey time and nature of the journey as well as the monetary cost.

Travel by train will be booked first class at the best possible rate.

Flights should, whenever possible, be booked sufficiently in advance to obtain the best possible prices. Air travel should be by economy class except where flights exceed 2.5 hours in which case, business class flights will be required.

Taxi use will be restricted to use only when strictly necessary and where it is cost effective to do so.

Where an own vehicle is used, HMRC mileage rates apply.

Overnight Accommodation

Hotel accommodation should be booked at the best rate possible based on a standard double room within a 10 minute travel time of the training venue.

Subsistence

A daily subsistence claim of £50 per day may be claimed when there is an overnight stay. Where a stay away from home is required for more than one night, the daily allowance may be averaged out across the duration of the stay.

Where there is no overnight stay, a daily rate of £30 may be claimed.

By accepting our proposal and confirming your dates you are accepting the terms of our expense policy.