

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations. This policy is non-contractual in its effect and does not form part of normal terms and conditions of employment, unless otherwise stated in your contract of employment.

1. Reimbursement of expenses

We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses in breach of this policy may result in disciplinary action.

We publish information on the circumstances in which expenses need to be authorised before they are incurred and who can authorise them.

Expenses will only be reimbursed if they are:

- a) submitted to the Accounts Department;
- b) submitted within the month days of being incurred;
- c) supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
- d) where required, authorised in accordance with instructions in force at the time the expense was incurred.

Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account.

Any questions about the reimbursement of expenses should be put to the Accounts Department before you incur the relevant costs.

2. Travel expenses

We will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable/possible. The following are not treated as travel in connection with our business:

- a) travel between your home and usual place of work;
- b) travel which is mainly for your own purposes; and
- c) travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

Trains. You will only be reimbursed for the cost of standard class travel unless expressly authorised in accordance with the current authorisation procedure to travel first class. A receipt should be obtained for submission.

Taxis. We do not expect you to take a taxi when there is public transport that would not greatly increase your journey time. However, when this is not the case, or the number of staff travelling together make it cost effective to do so, you can travel by taxi. A receipt should be obtained for submission.

Car. Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage in accordance with the current authorised mileage rates authorised by HM Revenue & Customs. Details of the current mileage rates can be obtained from the Accounts Department. You can also claim for any necessary parking costs which need to be supported by a receipt or the display ticket.

Air travel. If you are required to travel by plane in the course of your duties you should discuss travel arrangements with the Accounts Department in advance. Where possible, arrangements will be made by us on your behalf but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.

We will not reimburse any penalty fares or parking fines that you may incur while travelling on our business.

Signed:

Position: Managing Director



Name: Neil Jones

Date: 30/07/2025