

### Concur expense types - What to claim where?

Please refer to the expenses policy for full details of what you are permitted to claim

No	Section	Expense type	Summary of what to claim under this expense type
01	Travel Expenses	Hotel	Hotel stays for business Limit £140 outside London £230 inside London
01	Travel Expenses	Hotel Group/Colleague Bookings	Hotel stays for business when you have booked and paid for colleagues and you are the most senior employee in the group staying in the hotel or holds a credit card for your business unit. Limit £140 outside London £230 inside London
01	Travel Expenses	Incidental overnight expenses	When staying away on business you have £5 per night to spend on drinks with no accompanying food, calls home or laundry service/dry cleaning if your trip is longer than four nights
02	Transportation	Airfare	Air travel (economy/standard class) except when your flying time is at least 6 hours then business class travel can be booked. Domestic flights when flying is the quickest and most cost effective form of travel for the journey
02	Transportation	Company Car Mileage	Business mileage for those employees with a Company car or part of the Octopus salary sacrifice scheme
02	Transportation	Fuel Receipts for Mileage	Fuel receipts to support any company/personal car mileage claims This enables VAT to be claimed back on your mileage claim - without this your cost centre will be hit with the full cost of mileage
02	Transportation	Fuel for car hire (only)	To claim fuel back when a car is hired via Zenith when you do not have a company car or car allowance Or when travelling abroad for business and the hire company requires the hire car to be filled up Your hire car must be returned with a full tank of fuel to avoid a charge for fuel along with an additional fee which will be charged to your cost centre
02	Transportation	Parking	Parking when travelling for business
02	Transportation	Personal Car Mileage	Business mileage for those receiving using a private car for business travel that do <b>not</b> receive a company car allowance or company car
02	Transportation	Personal Car Mileage - Car allowance	Business mileage for those receiving a car allowance
02	Transportation	Public Transport	Business travel by bus, ferry, subway and tube Oyster card/contactless payments support by the journey history/payment statement. Oyster card top ups doesn't give enough detail to your line manager to verify your claim.
02	Transportation	Taxi	Taxis if public transport is not available and appropriate, unless you are in an unsafe area or are travelling after nightfall On Concur you are required to enter the time and reason for your journey
02	Transportation	Tolls/Road Charges	Road toll fees incurred for business, not for travel to your normal place of work Receipts should be submitted for all toll claims and the detail of the individual journeys Note you are not permitted to claim back topping up a tag
02	Transportation	Train	Train travel in economy/standard class supported with a receipt that details your journey First class travel is permissible if booked in advance and is cheaper than economy/standard - you'll need to include evidence of the cheaper price if travelling first class.
03	Meals	Breakfast (after staying away for business)	When claiming breakfast back when staying away for business and breakfast is not included in the hotel rate, the limit is £10
03	Meals	Breakfast (when travelling before 6am)	Breakfast if you leave home before 6am the limit is £10
03	Meals	Business Meetings - Subsistence - GK	Food and drink costs incurred during a formal meeting in a Greene King establishment example all day team, area or project meetings The chair of the meeting should reclaim the costs. There is a limit of £15 per person, alcohol cannot be claimed You can not use your Team Member Discount to reduce the bill
03	Meals	Business Meetings - Subsistence - Non GK	Food and drink costs incurred during a formal meeting in a Non- Greene King establishment examples all day team, area or project meetings The chair of the meeting should reclaim the costs. There is a limit of £10 per person, alcohol cannot be claimed You can not use your Team Member Discount to reduce the bill
03	Meals	Business Meetings - day/24 hour delegate rate	When you have business meetings in a Greene King hotel and a day/24 hour delegate rate is charged. If you have not booked a day/24 hour delegate rate please claim any subsistence for business meetings under 'Business Meetings Subsistence - GK' or 'Business Meetings - Subsistence - Non GK' and the Room Hire for the meeting under 'Business Meetings - Room Hire'

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03	Meals	Competitor visits	Visit to our competitors to gain insight into marketing trends, customer engagement and operational efficiencies. £35 limit per visit – team member only (yourself) with prior approval from your line manager, up to a maximum of three visits per week The visit must be to a comparable business Any more than three visits in one week will need leadership group member approval Detail the reason for your visit on in the comment field on Concur
03	Meals	Dinner (GK establishment)	Dinner when working away from home or your permanent work place or you are unable to return home until after 9pm There is a limit of £40 per person in a GK establishment You can not use your Team Member Discount to reduce the bill
03	Meals	Dinner (Non - GK establishment)	Dinner when working away from home or your permanent work place or you are unable to return home until after 9pm There is a limit of £35 per person in a Non- GK establishment
03	Meals	Long Journey - Subsistence	Purchase of snack, breakfast or non-alcoholic drink if the journey to a non-permanent place of work exceeds two hours (i.e. 4 hours return) - £5 is permitted on each journey
03	Meals	Lunch (GK establishment)	Lunch when working away from home or your permanent work place £15 per person is allowed for food and non alcoholic drink When more than one person is having lunch the most senior person must claim the expense You can not use your Team Member Discount to reduce the bill Lunch can not be claimed when working at either Abbot House or Sunrise House where there are subsidised canteen facilities, including for those who are field based
03	Meals	Lunch (Non-GK establishment)	Lunch when working away from home or your permanent work place £10 is allowed for food and non alcoholic drink When more than one person is having lunch the most senior person must claim the expense
03	Meals	Trade Tasting visits	For the purpose of product quality and line verification audits in order to test the quality of the food. £35 per trade visit for team member (yourself) only Food only Trade Tasting visits are only for the following roles: Ops – Business Unit Director (BUD), Regional Manager (RM) and Area Manager (AM) Food Development team Food Procurement team
04	Entertainment	Entertainment - Clients	Where your role includes entertaining clients or potential customers, suppliers or other business connections, you can claim these costs through Concur. It is an HMRC requirement that the names of the company and any individuals being entertained are recorded on Concur. The most senior Greene King employee must settle the bill and claim via Concur.
04	Entertainment	Entertainment - Staff (GK Establishment)	This includes food and drink following an all-day meeting as well as organised social events such as a Christmas meal for the team or team meals to reward, motivate or incentivise Please get sign off from your leadership group member before you organise an event, retain this approval as you may be subject to internal audit checks The limit is £50 per person It is an HMRC requirement that the names of the company and any individuals being entertained are recorded on Concur. Awards for example gift cards or champagne given are recognition so need to be claimed under the 'Recognition' on Concur
04	Entertainment	Entertainment - Staff (Non-GK Establishment)	This includes food and drink following an all-day meeting as well as organised social events such as a Christmas meal for the team or team meals to reward, motivate or incentivise Please get sign off from your leadership group member know before you organise an event, retain this approval as you may be subject to internal audit checks The limit is £35 per person It is an HMRC requirement that the names of the company and any individuals being entertained are recorded on Concur. Awards for example gift cards or champagne given are recognition so need to be claimed under the 'Recognition' on Concur
04	Entertainment	Entertainment - Staff & Clients	If you are entertaining customers with support from other Greene King colleagues you should use this expense type. It is an HMRC requirement that the names of the company and any individuals being entertained are recorded on Concur.
05	Office Expenses	Postage	When sending business mail when there is no other option than to send in the post

If you are not sure what expense type you should use to claim back an expense please contact the Concur Support Team by emailing [concur@greeneking.co.uk](mailto:concur@greeneking.co.uk) or calling 01284 843300

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05	Office Expenses	Printing/Photocopying/Stationery	Approved team members have access to 'Banner' our online stationery provider. Stationery can be ordered for delivery to the office or home address if field based. Should you require access to the on-line portal please email hello@complete.co.uk once you've obtained your line managers approval.
06	Communications	Business Calls	Business calls can only be reimbursed when the IT help/service desk are unable to resolve your issue. In these cases a full itemised bill must be provided to support the claim with all business calls highlighted
06	Communications	Internet/Online Fees	You should use free Wi-fi wherever possible, if not feasible Wi-Fi charges can be added to a hotel bill unless already part of the negotiated room rate. Home internet, installation, and line rental charges will not be reimbursed
08	Other	Business Meetings - Room Hire	Room hire for formal meetings when it is not practical to hold the meeting in one of the Greene King Offices Greene King businesses should be used when using one of the Greene King Offices is not practical
08	Other	Car maintenance cost	Oil and diesel fuel additive if you have a company car
08	Other	Eye Tests	Eye test entitlement via Company's preferred provider or £25 can be claimed towards your eye test every two years if you use a Visual Display Unit as part of your job role
08	Other	Flowers for Colleagues	Occasions such as condolences for a bereavement or where a colleague has had a serious operation or long-term illness Flowers can be purchased up to the value of £47 If flowers are awarded for recognising an employee for behaviours that truly reflect our Values please claim under the expense type 'Recognition'
08	Other	HSBC - Personal transactions	For personal credit card transactions, when a credit card has been used in error and the costs need to be repaid
08	Other	Miscellaneous	The miscellaneous expense type should only be used if an expense type is not listed on Concur. If there isn't an expense type for what you have purchased it is likely that you should not be claiming it, make sure you check with your manager/Concur support before making a purchase.  Computer accessories and software are supplied by IT, please check with IT first before purchasing
08	Other	Professional Subscriptions/Dues	Subscriptions to membership of a professional body that are relevant to your role
08	Other	Recognition	This expense type is to be used when claiming back rewards that have been awarded to employees. <u>If you want to recognise an employee please speak to your line manager first to ensure that this is appropriate and that there is the department budget to cover the cost of the reward and the additional Tax &amp; NI.</u> We have to settle the tax and NI due so it's important that the correct expense type is used and the name of the employee receiving the gift is detailed on Concur.  Personal gifts such as cards or gifts for birthdays, weddings, christenings, new homes, someone new to the team, to name but a few. Are personal gifts from you and you can't claim for them through expenses.
08	Other	Seminar/Course fees	External seminar/course fees that have been pre-approved by your Line Manager
08	Other	Tips/Gratuities	These are not considered a necessary business expense and should not be claimed. Where service charges are already included these may be claimed as part of the bill Discretionary tips and gratuities paid for by employees for good service cannot be claimed
09	Relocation/Ex-Pat	Relocation Expenses	Relocation cost that have been pre-approved by your Line Manager and HR
10	Pub Expenses	Emergency Food Cash Purchases	Salaried pub staff only in emergencies with AM pre-approval The food buyout policy must be followed Cannot to be used instead of company nominated suppliers
10	Pub Expenses	Flowers/Plants	Salaried pub staff only in emergencies with AM pre-approval When you are approved by your AM to purchase flowers or plants to improve the ambience of your pub or garden You should use a local supplier which can be set up to be paid via Concur Request
10	Pub Expenses	Licensing	Salaried pub staff only for: DBS checks, Personal licence applications, Change of address, TEN's, Emergency DPS changes & Annual renewals
10	Pub Expenses	Quiz Prizes	In pub/hotel quiz prizes that have been pre-approved by your AM
10	Pub Expenses	Repairs	Small in-house repairs under £250 where the items are not available via Amazon Business Not to be used instead of the Repairs Helpdesk
10	Pub Expenses	Sport Teams Costs	League fees for pub teams e.g. pool

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