

## AZ Travel Guidance for Candidates

A key principle of the AZ Global Travel Policy is value for money, however sustainability, health and work-life balance are also key considerations with regards to travelling for AZ business.

We expect the most reasonable option available to be booked, however, we realise this is not always possible in some exceptional cases.

**It is important to note that travel or accommodation costs, relating to your selection event or interview, will only be reimbursed when the total expense claim is in excess of £20 (or equivalent).**

### Flights

All flights will be booked as economy and where possible booked 2 weeks in advance – the exception being for travel exceeding 6 hours

For Inter-Continental travel, and other journeys exceeding 6 hours, premium economy is permitted.

### E-Tickets

E-tickets should be used wherever possible. There is a substantial surcharge for paper tickets.

### Hotels & Expenses

If your one way journey to attend the interview is no more than 2 hours no hotel room will be reimbursed– exceptions with prior approval can be made for early morning interviews.

Standard rooms should be booked wherever possible – the maximum room spend in Cambridge and London being £250 per night and the maximum room cost in Cheshire being £150 per night. Should you choose to book a hotel exceeding these costs you will be expected to pay the difference yourself.

Meals and drinks charged to the room bill can be claimed up to a maximum £50 per night; alcoholic drinks will not be covered. Please note this allowance only applies to yourself, should someone travel with you this will not be reimbursed, unless an exception has been agreed.

All bookings should only be made under your name.

The hotels provided on the travel information sheet are considered as AZ's preferred hotels and, should you require overnight accommodation, you are encouraged to reserve a room at one of these. You are not restricted to this list but the cost of an alternative hotel must be in proportion to the other options listed on the travel information sheet provided.

### Rail Travel

We would expect rail travel to follow to principles outlined below:

- **For short distance journeys of up to 2 hours**, including airport trains such as the Heathrow Express and Arlanda Express, Economy or Second Class is expected

- **For rail journeys exceeding 2 hours**, the best value ticket available is preferred however premium class travel may be allowed at the Company's discretion, please contact your AZ recruitment coordinator if this is the case.

Significant savings can in some instances be achieved by booking ahead (e.g. London to Manchester) and therefore we would request that all rail travel is booked in advance wherever possible.

## Taxis

Taxi journeys should not exceed 30 minutes and should only be used for local destinations.

Exceptions can be made; please contact your AZ recruitment coordinator. Receipts are needed for all taxi journeys.

Whilst the use of public transport is encouraged if there are good quality services - particularly to and from airports - safety and security are key considerations, especially late at night. Please contact your Recruitment Coordinator if you have any concerns.

## Mileage

Mileage will be reimbursed at 40p (or equivalent) per mile for journeys from home to interview not exceeding 100 miles each way. Any mileage claimed over 100 miles will be reimbursed at 14.5p per mile (or equivalent). Extra mileage unrelated to the interview will not be paid and routes will be checked when processing the expenses claim.

## Public Transport & Sustenance

Bus, Tram and Underground Tickets will be reimbursed.

Sustenance costs will also be reimbursed when travelling:

- Up to £10 if your journey is up to 2 hours (receipts will be required)
- Up to £15 if your journey is over 2 hours (receipts will be required)

## Important Information on Reimbursement Process

**Reasonable** travelling expenses will be reimbursed where costs incurred are over and above **£20 (or equivalent)**.

**Any expenses claimed without receipts will not be reimbursed.**

**All expenses must be claimed within 6 months or they will not be processed.**

**We reserve the right to refuse reimbursement of inappropriate or excessive expenses incurred.**