

## TRAVEL / ON COMPANY BUSINESS EXPENSES

Please see the below guidelines for submitting your expense claim forms.

The Seafarers Travel Policy can be found in GHESS or via the Cognito form when submitting your expense claim.

The Seafarers Travel Policy includes information on the following:

- Meal Allowances / Subsistence when travelling.
- Airport Transfers
- Rail Travel
- UK car hire
- Hotels including set meal allowances.
- All other Travel Expenses when joining / leaving a ship.

Travel / on company business expenses will be reimbursed subject to the below:

- 1) **Submission Timeframe:** Expense claims must be submitted within 6 months of the receipt date. Late submissions may be considered with a valid reason, under exceptional circumstances.
- 2) **Submission Process:** Use the Expense Cognito link available on The Insider.
- 3) **New Joiners:** You can only submit claims after joining the ship. Late submissions are also considered, under exceptional circumstances.
- 4) **Completeness:** Ensure all details in the Cognito form are completed accurately. Incomplete claims will be declined.
- 5) **Entitlement:** Seafarers should only claim expenses they are entitled to. Refer to the Seafarers Travel Policy for clarification.
- 6) **Original Receipts:** Original, authentic receipts (not photocopies) must be provided and numbered to match details in the Cognito form. Receipts must be uploaded to Cognito when submitting an expense claim.
- 7) **Audit Purposes:** Upload original copies of receipts for audit purposes.
- 8) **Processing Deadline:** Expense claims received after the 10th day of each month (or the preceding Friday if the 10th falls on a weekend) will be processed in the following month's payroll.
- 9) **Currency Conversion:** Company exchange rate will be used for converting expenses submitted in different currency.
- 10) **Approval for Uncovered Expenses:** Provide approval email for expenses not covered in your contract or something which is not covered under the Seafarers Travel Policy. Claims without approval will be declined.

These guidelines aim to ensure efficient processing of expense claims and minimize situations where expenses are declined. Please refer to the Seafarers Travel Policy for further details.