



Supplier Travel and Expense Policy

This policy applies to all Channel 4 suppliers. We may amend it at any time.

Policy owner	Finance
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Created by	Procurement
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Supplier Travel and Expense Policy

Introduction & Guidelines

This policy outlines Channel 4's Travel and Expense Policy for all Suppliers. Please note, in all circumstances:

- All expenses must be pre-approved in writing by Channel 4 in advance of being incurred;
- Expenses not addressed in this policy will only be reimbursed if there is a valid business reason and the expense has been specifically authorised by Channel 4 in writing in advance of incurring the expense;
- No mark ups or admin fees will be accepted
- Channel 4 does not pay expenses for travel within locations where supplier personnel are based eg. Expenses incurred in London will not be reimbursed for London based Supplier personnel.
- All expenses must be for business purposes only.

General Guidance for Travel

In all circumstances:

- Bookings should be made as far in advance as reasonably possible to secure the best available rates;
- Fixed fares should always be booked unless there is a business requirement for a flexible ticket;
- If rail travel is practical and cheaper than alternative options, please use this mode of transport as a preference; and
- The lowest logical fare should always be booked.
- Lower carbon travel options should always be considered when choosing a mode of transport.

Rail, Eurostar, and Air Travel

Economy/standard class should always be booked, unless:

- A first or business class ticket is cheaper (evidence to be provided); or
- Specific authorisation has been granted by Channel 4 to upgrade.
- Upgrades and extras will only be reimbursed if there is a valid business requirement which has been pre-approved by Channel 4.

**Taxis**

Whenever possible, public transport should be used when travelling on or for Channel 4 business. If this is not possible only business-related taxi journeys will be reimbursed.

Accommodation

All accommodation expenses must be pre-authorized by a Channel 4 representative who will advise if the hotel is within approved subsistence limits.

MAKING A CLAIM

All expense claims should be submitted in accordance with the invoicing provisions outlined in the Supplier contract with Channel 4.