



ECOMMERCE FULFILMENT CENTRE LTD (EFCL)

EMPLOYEE EXPENSES POLICY

Policy Reference: EFCL-HR-003

Version: 1.0

Effective Date: 02/02/2026

Review Date: 02/02/2027

Approved By: Director

Review Frequency: Annual

COMPANY DETAILS

Ecommerce Fulfilment Centre Ltd (EFCL)

Platinum House

12 Bailey Road

Trafford Park

Manchester

M17 1SA

Company Registration Number: 14944665

VAT Registration Number: GB455908364

Telephone: 0161 624 0375

Website: www.efcluk.com

POLICY STATEMENT

The purpose of this policy is to ensure that employees are reimbursed for legitimate business expenses incurred while carrying out authorised duties on behalf of Ecommerce Fulfilment Centre Ltd (EFCL).

All expense claims must be reasonable, necessary, supported by evidence, and approved in accordance with this policy.

EFCL reserves the right to reject any expense claim that does not comply with these requirements.

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1. GENERAL PRINCIPLES

Employees must:

- Obtain approval before incurring significant expenses.
- Spend company funds responsibly.
- Submit expense claims promptly.
- Provide valid receipts or supporting documentation.
- Ensure all claims are accurate and truthful.
- Avoid unnecessary or excessive expenditure.

False or misleading expense claims may result in disciplinary action.

2. CLAIMABLE BUSINESS EXPENSES

The following business-related expenses may be reimbursed where authorised:

Travel Expenses

- Public transport fares
- Train travel
- Bus travel
- Taxi fares (where pre-approved or justified)
- Parking charges
- Toll charges
- Business mileage using a personal vehicle



Mileage Allowance

Where authorised, employees using their own vehicle for business purposes may claim mileage at the rate approved by EFCL.

Claims must include:

- Date of travel
- Purpose of journey
- Start and end locations
- Total mileage

Accommodation

Reasonable accommodation costs may be reimbursed where overnight stays are required for business purposes and have been approved in advance.

Meals and Subsistence

Reasonable meal expenses may be claimed where:

- The employee is travelling on authorised business.
- The employee is required to work away from their normal workplace.
- Prior approval has been obtained where practical.

Alcoholic beverages will not be reimbursed.

Business Purchases

Employees may claim reimbursement for authorised purchases made on behalf of the company, including:

- Office supplies

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- Operational materials
- Emergency business purchases
- Client-related expenses approved by management

Receipts must be provided.

3. NON-CLAIMABLE EXPENSES

The following expenses will not normally be reimbursed:

- Personal purchases
- Traffic fines or parking penalties
- Personal mobile phone usage
- Alcoholic drinks
- Entertainment expenses without prior approval
- Family or companion travel costs
- Personal subscriptions
- Unauthorised purchases

4. EXPENSE CLAIM PROCEDURE

All claims must:

1. Be submitted using the approved EFCL Expense Claim Form.
2. Include original receipts or valid proof of purchase.
3. Be submitted within 30 days of the expense being incurred.
4. Be approved by the employee's Manager.

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5. Be authorised by the Director where required.

Incomplete claims may be rejected.

5. RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts must clearly show:

- Supplier name
- Date
- Amount paid
- Description of goods or services

Where a receipt is unavailable, employees must provide a written explanation and supporting evidence.

Approval of such claims remains at the company's discretion.

6. COMPANY CREDIT CARDS

Where company credit cards are issued:

- Cards must only be used for authorised business expenses.
- Personal expenditure is strictly prohibited.
- Receipts must be retained for all transactions.
- Misuse of company cards may result in disciplinary action.



7. FRAUDULENT CLAIMS

EFCL takes expense fraud seriously.

Examples include:

- Claiming personal expenses as business expenses
- Submitting duplicate claims
- Altering receipts
- Inflating costs

Fraudulent claims may result in:

- Disciplinary action
- Recovery of funds
- Dismissal
- Legal action where appropriate

8. MANAGEMENT RESPONSIBILITIES

Managers are responsible for:

- Reviewing claims
- Ensuring compliance with this policy
- Verifying supporting documentation
- Challenging unreasonable expenditure
- Escalating concerns where necessary



9. POLICY REVIEW

This policy will be reviewed annually or earlier if required due to operational, legal, or business changes.

APPROVAL

Approved by:

Director: Adeel Ashraf

Date: 02/02/2026