

**T&E Policy Compliance Help-card  
October 2022****DO's**

- Read and understand the CEMEX T&E policy
- Submit a credit card expense within 35 days of incurring the expense
- Ensure Cash expenses also comply with policy and are submitted as soon as possible so they can be reimbursed as soon as possible. If expenses are returned requested corrections then please action as soon as possible
- Always request a valid VAT receipt. Note that Pin receipts (vouchers/visa receipts) are not valid to recover VAT. Receipts are the only way to validate concepts purchased. It is accepted that for some expenses (EG Toll charges) that VAT receipts will not be possible, however if this is the case then please make sure a "no receipt declaration" within Concur is completed. ALWAYS supply a VAT receipt to cover claims on business mileage. This is so CEMEX can claim VAT back
- Each transaction must be itemised correctly in Concur. If you have a company credit card please wait for the credit card movement to show before completing expenses
- Accommodation expenses must be supported by an invoice addressed to CEMEX
- Line Managers to approve as soon as possible in Concur so the claim can be posted and any cash expenses paid.
- Please contact the T&E team in the first instance for ANYTHING relating to expenses. [GB-ssctandedeclaims@cemex.com](mailto:GB-ssctandedeclaims@cemex.com)
- Expenses relating to categories that are outside of the T&E policy must get VP approval BEFORE the expense claim can be processed/paid
- Claim fuel mileage according to HMRC rates updated quarterly
- Go through CWT for all travel and get approval for travel per the European Travel Policy.
- Ensure Anti-Bribery paperwork is completed and sent to legal BEFORE the claim is submitted. Make sure this is within the limit per person
- Ensure you reply to any follow up by the team to avoid your card being blocked
- Contact the T&E team immediately (GB T and E claims) if you make a mistake and use your card in error. They will instruct you how to refund CEMEX

## DON'Ts

- Use the T&E card for personal gain
- Vehicle rental should be exceptional, and with approval in advance.  
Company Car holders should not rent cars
- Purchase any fuel with the T&E card. Unless for hire vehicle
- Pay penalty charges with your T&E card
- Purchase any goods or services for which another Procurement process has been defined. (eg. P-Card, Direct Orders, Purchase Order, Direct Payment)
- Be put in a position where the most senior manager in attendance passes the bill for you to pay without reason. WHEREVER POSSIBLE the most senior manager in attendance should pay on their card
- Delay in processing your monthly expenses. Delays of more than 60 days could result in your card being stopped
- Hesitate to contact the team if you have issues with your expense claims.  
Email address is [gb-ssctandedeclaims@cemex.com](mailto:gb-ssctandedeclaims@cemex.com)
- Hesitate to contact the fraud telephone number if you suspect some kind of cloning or fraudulent use of your card: 0800 161 5164