



## Onsite Fixed Expenses

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# Contents Page

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1.	Onsite Fixed Expenses Procedure .....	3
1.1	Why has QA introduced a fixed expenses policy?.....	3
1.2	What are the benefits to You, the customer? .....	3
1.3	Table 1. Trainers that commute to location daily with no overnight stay and all desktop courses.....	4
1.4	Table 2. Trainers that have to stay in overnight accommodation (excl. desktop). .....	4
1.5	Table 3. Trainers travelling to location where a domestic flight is required (excl. desktop). .....	5
1.6	Table 4: London .....	5
1.7	What happens if the trainer changes from my originally reserved trainer? .....	5

SAMPLE



# 1. Onsite Fixed Expenses Procedure

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From Monday 4<sup>th</sup> August 08, expenses for **onsite** courses have been charged to our customers as a fixed cost at the same time as the course fee.

## 1.1 Why has QA introduced a fixed expenses policy?

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We have carefully reviewed our expenses policy and the feedback we have had from our customers, and as a result we have introduced this policy on instructor expenses for onsite deliveries. This policy means you'll have visibility in advance of the expenses that will be incurred in the delivery of your QA course.

We find that by having this visibility at the point of booking the course allows for more effective budgeting, and a smoother approval process for the majority of our customers. It also enables us to provide you with a reliable overall fee for the work at a much earlier stage than was possible previously. We are also able to provide you with an accurate invoice in a timely manner.

The policy also helps you to make a clear comparison between the different methods of training delivery, for example allowing you to easily compare the cost of bringing an instructor to your site, compared to a group of your staff travelling to a course at a QA site.

We believe that this policy provides a fair approach that reflects that taken by the training industry as a whole, as well as a large number of corporate organisations.

## 1.2 What are the benefits to You, the customer?

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1. Certainty and confidence of the total cost for budgeting purposes. No hidden charges.
2. If the originally allocated trainer changes, the costs cannot increase from that originally quoted but can decrease.
3. Confidence that future repeat business will be at a consistent cost, subject to trainer availability.
4. Customers can raise a Purchase Order for both course fee and expenses at the same time. Only one signature will be required internally by the customer rather than multiple signatures for approval on separate PO's and invoices.
5. One expense invoice rather than fragmented invoicing over several months.

Expenses in the UK are based on a standard table.

There are 4 simple rules which apply –

What type of course is it?	Table No
For delivery of a course where the trainer is able to commute to the onsite location daily and all Desktop.	1
For delivery of a course where an overnight stay is required and where travel is by rail or car.	2
For delivery of a course where an overnight stay is required and a domestic flight is needed.	3
For delivery of a course in a London Borough and the Trainer is: <ul style="list-style-type: none"> <li>• operationally linked as a London Based Centre Trainer and;</li> <li>• lives within a London Borough</li> </ul>	4

There is one scenario that is excluded from this special rate -

- a) Table 1 rules may not apply if a customer insists on a particular trainer by name for Desktop events.

### 1.3 Table 1. Trainers that commute to location daily with no overnight stay and all desktop courses

Days travel	1 day	2 days	3 days	4 days	5 days
Car/Rail	<b>£48</b>	<b>£96</b>	<b>£144</b>	<b>£192</b>	<b>£240</b>

### 1.4 Table 2. Trainers that have to stay in overnight accommodation (excl. desktop).

No. of nights	1 nights stay	2 nights stay	3 nights stay	4 nights stay	5 nights stay
Total	<b>£228</b>	<b>£353</b>	<b>£478</b>	<b>£603</b>	<b>£728</b>

### 1.5 Table 3. Trainers travelling to location where a domestic flight is required (excl. desktop).

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No. of nights	1 nights stay	2 nights stay	3 nights stay	4 nights stay	5 nights stay
Total	<b>£395</b>	<b>£520</b>	<b>£645</b>	<b>£770</b>	<b>£895</b>

### 1.6 Table 4: London

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Trainers allocated to an Onsite that is being delivered in a London Borough and;

- operationally linked as a London Based Centre Trainer;
- live within a London Borough;

the following table of fixed rates will apply.

Days travel	1 day	2 days	3 days	4 days	5 days
Car/Rail	<b>£20</b>	<b>£40</b>	<b>£60</b>	<b>£80</b>	<b>£100</b>

### 1.7 What happens if the trainer changes from my originally reserved trainer?

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We guarantee to our customers that if the held trainer is changed after the above has been agreed the *lower* of 1) the originally agreed expenses or 2) the new revised expenses will be charged. Therefore the costs cannot increase but can decrease.