

**PART FOUR**

**Questions 19–33**

- Read the article below about claiming business travel expenses.
- Choose the best word to fill each gap from **A, B, C** or **D** on the opposite page.
- For each question **19–33**, mark one letter (**A, B, C** or **D**).
- There is an example at the beginning (0).

**BUSINESS TRAVEL EXPENSES**

Britain's business travellers need to work as many as 3.5 million extra days every year to (0) ..... the cost of unaccounted-for travel expenses, according to Visa International. Business travellers from six European countries (19) ..... that they were left out of pocket by nearly £23 per month through forgetting to (20) ..... back business travel expenditure, or losing expense (21) ..... Visa (22) ..... interviews with European business travellers in order to ascertain their (23) ..... towards travel expenditure and expense reporting. The research (24) ..... that executives find it easier to (25) ..... their expenses if they use a company payment card for most of their expenditure. The survey found that many British business travellers have to fund their (26) ..... completely out of their own pockets and wait to be (27) ..... by their company. Around half said that they were not given cash prior to going away on business, and over 80% said that they had to (28) ..... on using their personal credit cards.

In contrast, Spanish and Italian companies generally (29) ..... their executives with cash. Approximately two thirds of business travellers from these countries said their company gave them cash in (30) ..... . Getting your money back is further (31) ..... by the fact that almost 20% of European companies refuse to give a refund to employees who cannot produce valid evidence of expenditure.

Companies are losing out too. The survey shows that British business travellers (32) ..... 7.8 million working days every year filling out their expense forms! But a solution is in sight. The present situation requires the business traveller to take cash to pay for incidental expenses. However, leading card providers are developing 'plastic cash', a card which can be used like a debit card. In this way, the (33) ..... of using cash can be avoided.

**Example:**

0 A accept B cover C solve D deduct

0	A	B	C	D
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|----|-----------------|--------------|-----------------|---------------|
| 19 | A assessed      | B valued     | C estimated     | D analyzed    |
| 20 | A claim         | B ask        | C demand        | D require     |
| 21 | A invoices      | B bills      | C tickets       | D receipts    |
| 22 | A conducted     | B produced   | C led           | D caused      |
| 23 | A opinion       | B behaviour  | C conduct       | D attitude    |
| 24 | A exposed       | B displayed  | C revealed      | D uncovered   |
| 25 | A run           | B manage     | C control       | D adopt       |
| 26 | A trips         | B tours      | C voyages       | D excursions  |
| 27 | A returned      | B rewarded   | C recompensed   | D reimbursed  |
| 28 | A count         | B call       | C decide        | D rely        |
| 29 | A supply        | B equip      | C involve       | D treat       |
| 30 | A advance       | B case       | C settlement    | D arrears     |
| 31 | A prevented     | B hindered   | C interrupted   | D obtained    |
| 32 | A pass          | B bring      | C spend         | D use         |
| 33 | A embarrassment | B discomfort | C inconvenience | D disturbance |