

Take turns to be the employee and the manager. Use the prompts to make a conversation.

Employee: You don't understand the new system for expenses (money the company pays for food / accommodation when you travel for business).

Manager: Your company has recently introduced a new expenses system. People are confused about the 'multiplier'.

Employee	Manager
can / clarify / how / the / new / expenses system / works?	Employees get maximum \$200 a day. you / with / me?
can / explain / what / mean / by 'maximum' \$200?	\$100 = accommodation. \$50 = transport. \$50 = food, breakfast + lunch. you / follow?
that / make / sense. What happens in very expensive places like Moscow or London?	In very expensive countries, there is a higher budget. It might be \$200 x 1.25, 1.5 or 1.75. you / see / how / it / works?
sorry / I / not / understand / you.	Some countries have expenses plus extra money, 'a multiplier'. This depends on the country. like / me / go / over / again?
I / not / understand / how / to find / the / information about the multiplier.	It's on the company intranet. Look at this document. be / everything / clear?
yes / with / you. It's very complicated, especially for new employees.	I / see / you / mean. Everyone will understand it soon.