

	Valeo ND China Travel and Expenses Policy 法雷奥中国区总部差旅和费用政策	Code: HR 2018-01
		Written by: ND China HR Department ND China Finance Department Effective date: April 01 st , 2023
Approved by Valeo China HR VP, Valeo China Finance VP, and Valeo China President.		Modified or revised by: Site HR Manager and Financial Controller
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1. Subject主题

The policy aims to define the processes of travel application, travel expense standard and reimburse requirements in Valeo ND China.

该差旅政策规定了法雷奥中国区总部员工商务差旅的申请及审批流程、差旅费标准及报销规定。

2. Scope 适用范围

The policy applies for all employees of Valeo Management (Shanghai) Co., Ltd (hereinafter “the company”), all travel must be done in accordance with this policy. Any violations to the policy, or non-compliance behaviors, or inconsistent with Valeo Code of Ethics, are strictly prohibited and subject to disciplinary action once verified.

该政策适用于法雷奥企业管理（上海）有限公司全体员工。对于任何违反差旅报销规定、违反法雷奥合规及道德准则的行为，一经证实，公司将给予相应处罚。

3. Travel & Expenses Application and Approval 差旅与费用申请和审批

A Travel Authorization Request (TAR) in E-HR is a mandatory process to be accomplished and validated before going on a business trip. It must be submitted with Travel Expenses Reimbursement (TER).

所有差旅必须事先在E-HR 系统中完成出差申请和批复流程，并且与报销单一起递交。

In any event, when dealing with Public Officials, formal (i.e. in written) pre-approval is required.

所有招待公务人员的活动都必须事先得到批准。

3.1 Travel 差旅

All travels must be adhered to the real business purpose, and should be validated by the company management:

所有差旅须有和工作相关的明确目的和任务，且是经过公司管理层批准的：

To show the Invitation Letter or Meeting Notice if invited;

如果应邀请出差或参加会议，必须出具对方邀请函；

To show Training Application approved by hierarchical manager and HR department with schedule and expenses standard if participating in a training program;

如果外出培训，必须出具由部门经理及人力资源部批准的培训申请表（含日程安排和费用标准）；

Purposes and schedule should be specified for a business trip.

如果商务差旅，必须有明确目的和出差期限，附上行程安排。

3.2 Entertainment 招待

Entertainments for clients are not encouraged generally. Any entertainment with external business partners excluding meals requires a systematic prior approval from the Finance Controller.

公司不鼓励招待客户，所有涉及客户招待非餐饮性质的娱乐活动必须事先得到财务经理批准。

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Meals with external business partners must be prior approved by the hierarchical manager and by Valeo China President when the amount exceeds CNY 500/Person or CNY 5,000/Meal.
超过人民币500元/人或者总金额5000元/餐的客户招待必须得到直线经理和法雷奥中国区总裁事先批准。

Expenses paid for the customers and business partners (hotel and transportation) must always be pre-approved by Valeo China President.
为客户和商业伙伴支付住宿和交通费用必须得到法雷奥中国区总裁事先批准。

Deviation should be exceptional and subject to the approval of the managers and follow the Group guidelines in terms of deviation requests.
任何例外情况都必须遵照集团相关规定得到相关人员批准。

3.3 Team building with internal employees (meals & entertainment)内部员工团队活动

Meals with internal employees: no prior approval from Financial Controller, but limited to CNY 200/ person;
内部员工餐饮：不需要事先得到财务经理的批准，但是限额人民币200元/人；

Team building excludes meals: need prior approval from the Financial Controller and HR Manager.
除餐饮以外的内部员工团队活动：需要事先得到财务经理及人力资源部经理的批准。

3.4 Domestic travel and International travel 国内及海外差旅

All domestic travel requests must be approved by the Country Function Director, and international out of China mainland business travel must additionally get the validation of Valeo China Finance VP.
所有中国境内出差申请必须得到所在业务领域中国区总监批准；所有海外出差申请须增加中国区财务副总裁批准。

3.5 Reschedule of travel 行程变更

In case of emergency, employees need to change schedule, destination or transportation type, additional approvals by the hierarchical manager are required in the real time for reschedule of travel; otherwise costs will be borne by employees. In case of any application for extremely high cost, such as business class airfare ticket or luxury hotels must be approved by Valeo China Finance VP.

如果员工在出差过程中，由于突发情况需要更改时间、行程或交通工具，或超过标准产生费用，必须得到部门经理邮件确认后方可更改及报销。任何高额费用支出必须得到中国区财务副总裁批准，例如商务舱机票或奢华酒店等。

3.6 Cash advance 出差预支款

Cash advances associated with business travels should be approved by the HR Manager, Financial Controller and Valeo China President. No permanent advance will be granted. Temporary Cash Advance must be granted on a case by case basis and linked to a specific business trip. The employee must submit his expense claim right after his return. Any cash advance granted for this trip will be automatically deducted from the reimbursement. If the amount of the cash advance exceeds the amount of the expense claim, the employee must reimburse the cash advance balance to Valeo within no delays.

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出差预支款申请须由财务经理、人力资源经理及中国区总裁批准。现金预支必须是基于一次特殊情况差旅申请临时预支，且在此差旅结束后立即返还公司。任何现金预支都被授权自动从报销款中扣除，如报销款不够扣除须由员工按时转款给公司补足剩余预支款。

3.7 Special travel 特殊出差

All business travels associated with training, relocation and internal communication activities should be approved by the HR Manager as well.

所有与培训及调动、内部沟通活动相关的出差申请，须增加人力资源经理批准流程。

4. Reservation and booking预订

4.1 Accommodation Reservation住宿预订

Employees should select the recommended hotels within the travel standard, which have been defined in Valeo Corporate Agreement prior to the business travel.

员工出差前需预定酒店时，应优先选择符合差旅标准的法雷奥协议酒店。

Hotel bill in addition to the VAT invoice must be systematically attached in the TER, and cannot be replaced by hotel confirmation.

酒店水单必须附在报销单中，并且不可以用酒店确认单代替。

Company Hotel list can be found in the company public share folder:

公司协议酒店公共盘地址：

<https://smartworkplace.apps.valeo.com/life-at-vmshanghai/network/human-resources/workforce-administration>

4.2 Airline Tickets Booking机票预定

Airline tickets shall only be booked and issued via designated agency after employees get the approval. All airline tickets must be booked at the lowest available economy class airfare except special approval. International flight tickets should be booked 4 weeks before leaving, and 1 week earlier for domestic business trips.

员工可凭审批通过的出差申请通过公司指定的票务公司订票及出票。除特殊情况经审批外，员工必须选择同一时间段内最低票价的经济舱位机票。国际航班应至少提前四周预订；国内航班应至少提前一周预订。

5. Valeo Travel Attitude Passport and ISOS Card should be followed and used during business trips.

差旅期间注意事项见《法雷奥旅行保障手册》；紧急情况请使用ISOS卡采取有效措施。

6. Travel Standard差旅费用标准

The travel guideline for hotel, meal, and transportation standards should be respected by each employee to reimburse related expenses (see the Appendix 1 & 3).

员工在申请差旅费用报销时必须严格按照公司制定的国内国际差旅标准进行申请，差旅费用标准见附件1&3。

7. Travel Expenses Claim Policy差旅费报销政策

Employees can refer to the Appendix 2, Travel Expense Reimbursement Policy, for travel expense claims.

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具体差旅费报销政策请参考附件2《差旅费用报销规则》。

8. Travel Expense Related to Gift, Entertainment and Hospitality

涉及礼品、客户招待及款待的差旅费报销细则

Entertainment refers to lunch or dinners with Non Valeo people (customers, suppliers, etc) only which should be in line with the Valeo Gift, Entertainment and Hospitality Policy. The cost of the entertainment needs to be paid by the Valeo employee with the highest level of authority present at the event. The name of each beneficiary, their company and job position must appear on the expenses form and on the back of the receipt presented. If Valeo employee fails to provide information on beneficiary (name, company, job position), the amount corresponding to the unsupported beneficiary will be deducted from reimbursement.

客户招待仅限于合理、次数有限并且符合法雷奥礼品、客户招待和款待政策的用来招待非法雷奥员工（包括客户、供应商等）餐饮。客户招待费用必须由参与活动人员中最高阶法雷奥员工支付并报销，且在报销单上须注明接受招待人员的名字、公司和职位。如果法雷奥员工无法提供相应接受招待人员的信息（姓名、公司、职位），相应金额将从报销金额中扣除。

All meals must be reimbursed by invoice and restaurant bill with detailed meal and amount.
餐饮报销必须提供标明餐饮内容和金额的单据。

All policies linked with gift, entertainment and hospitality refer to Group policy. The link to ethic and compliance website is:

任何涉及礼品、客户招待及款待活动政策详见集团道德与合规网站：

<https://smartworkplace.apps.valeo.com/ethics-and-compliance-portal/valeo-gifts-meals-entertainment-hospitality-and-donation-policy-11-2019-chinese-version>

9. Company car use cost please refer to China Car Policy.

公司车辆使用费用请参考中国区车辆政策。

10. Mobile Phone use cost please refer to Company Mobile Phone & Allowance Management Policy.

手机话费使用规则请参考公司手机及通讯津贴管理制度。

11. Relocation related costs please refer to Domestic Relocation Policy or Expatriation Guide from Group.

异地调动等相关费用请参考中国区异地调动政策或集团外派管理政策。

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Appendix 1 附件1

China Travel Hotel, Meal, and Transportation Guideline

中国区差旅酒店、餐饮及交通费用指南

1. Hotel, Meal and Transportation Standard for Domestic Business Travels 国内出差住宿、餐费及交通工具标准

人民币/天 CNY/Day	一线城市 1 st Tier Cities		二线城市 2 nd Tier Cities		三线城市 3 rd Tier Cities	
	工程师 Engineers and Professionals	主管及经理、专家 Managers / Senior Professionals + Expert	工程师 Engineers and Professionals	主管及经理、专家 Managers / Senior Professionals + Expert	工程师 Engineers and Professionals	主管及经理、专家 Managers / Senior Professionals + Expert
酒店/天 Hotel/Day	600	750	500	600	400	500
餐费/晚 Meal/Night	120	150	100	120	80	100

国内及国际 Domestic & International	工程师 Engineers and Professionals	主管及经理、专家 Managers / Senior Professionals + Expert
火车/ Train	二等座/2nd class	一等座/1st class
飞机/ Flight	经济舱/Economic Class	经济舱/Economic Class

备注Remark:

- Tier 1 cities include Beijing, Shanghai, Shenzhen, Guangzhou. Reasonable inflation for Hong Kong and Taipei 20-30% acceptable
一线城市含北京/上海/深圳/广州。香港和台北可有20%~30%的预算上浮。
- Tier 2 cities include all provincial capital cities, Chongqing, Tianjin, Yangtze River Delta cities and Pearl River Delta cities.
二线城市含所有省会城市及重庆/天津及长三角、珠三角核心城市等。
- Tier 3 cities include Shashi, Langfang, Loudi, Wenling, Yantai, Wuhu, etc.
三线城市含沙市/廊坊/娄底/温岭/烟台/芜湖等。
- Breakfast is always included in the hotel cost. Lunch shall be working lunch, eaten on site whenever possible. Otherwise, the lunch budget is 80 CNY.
酒店预算含早餐;午餐为工作餐,优先在法雷奥餐厅用餐;如无工作午餐提供,则按每餐最高80元标准据实报销。
- Travel catering treatment should only be used on the current day, for it is not cumulative and cannot carry over to the next day.
Price inflation within a reasonable amount during a specific season is acceptable and judged by sites.
餐费标准只能逐天使用,不得累计使用,当天未使用餐饮预算不得隔天使用。特殊超标情况需提供合理解释。

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2. Hotel, Meal and Transportation Standard for International Business Travels 国际出差住宿、餐费及交通工具标准

区域 / 欧元 Region / Euros		酒店 / 晚 Hotel/night (含早餐) (Breakfast included)	午餐 / 天 Lunch /day (仅限无法雷奥餐厅情况) (only no Valeo canteen available)	晚餐 / 天 Dinner /day
西欧国家及美国、日本、韩国 Western European countries, USA, Japan, Korea	首都 Capital	170	30	35
	非首都 Non Capital	130	25	30
其他国家 The rest countries	首都 Capital	130	25	30
	非首都 Non Capital	100	20	25

备注Remark:

- Above hotel cost is under the normal situation. During special seasons or events period, reasonable price inflation is accepted but must be validated prior to the trip.
以上酒店预算标准可在特殊情形下经由预先申请及审批后进行标准升级。
- Reasonable judgment should always be used when on a business trip. Itemized receipts must be submitted with an expense report for reimbursement (credit card slip is not sufficient support for reimbursement).
差旅期间须遵循合理原则，报销需提供费用明细的单据说明（仅信用卡消费记录不足以支持报销审批）。
- Flight ticket: Economic class.
机票：经济舱。

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Appendix 2 附件2

Travel Expense Reimbursement Policy 差旅费用报销规则

1. Hotel Expenses Reimbursement Guideline 差旅住宿费用报销规范

1.1 Personal expenses (Mini-bar, leisure including hotel fitness room, video rentals, karaoke, massage etc) will not be accepted for reimbursement.

酒店住宿不可报销个人花费（迷你吧、休闲消费包括酒店健身、付费影音、卡拉OK及按摩等）；

1.2 Laundry fee is reimbursable for trips with a stay of over 7 days.

7天及7天以上出差可报销洗衣费；

1.3 Travel expenses for family members are not reimbursable.

随行的员工家属所产生的费用须由员工自行承担；

1.4 Accommodation fees must be afforded by the staff themselves one day earlier or more than one day after the training or meeting day.

培训、会议提前一天或结束后超过一天以上的住宿须由员工自行承担；

1.5 Accommodation date and destination that do not match the approved travel application cannot be reimbursed.

与经审批过的出差申请行程不一致的住宿不可申请报销；

1.6 Reimbursement for accommodation fees needs to be issued deductible value-added tax invoices with full company name; SAP reimbursement tax code is 1N; overseas accommodation fees need to provide receipts and vouchers issued by the hotel.

酒店住宿报销必须开具公司全名的可以抵扣的增值税专用发票，SAP报销单税率代码1N；国外酒店住宿请提供酒店开具的收据加酒店水单；

1.7 Consumption details must be provided vouchers which the value matches with invoices issued.

酒店住宿报销必须提供与发票金额匹配的酒店水单；

2. Meal Expenses Reimbursement Guideline 差旅餐饮费用报销规范

2.1 Issue date of catering invoices must be consistent with the travel schedule, or the catering invoices will not be accepted for reimbursement;

餐饮发票时间必须与差旅行程一致，不得使用时间不一致的发票报销；

2.2 Travel catering treatment should only be used at current day, for it is not cumulative and cannot carry over to next day;

餐费标准只能逐天使用，不得累计使用，当天未使用餐饮预算不得隔天使用；

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The group meal expenses shall be claimed by the Valeo employee with highest level of authority present at the event;

团队餐饮报销必须由职位最高参与员工进行支付并报销；

- 2.3 For all meals taken with internal employees, the purpose, participants' names should be presented in expense report. For all meals taken with external participants, the purpose, participants' names and positions should be presented in expense report;

内部团队活动餐饮，报销单需要列明活动参与者姓名。外部招待餐饮，报销单必须列明招待目的、具体参与者姓名和职位；

- 2.4 Breakfast cost included in the Hotel accommodation standard. If the organizer provides lunch/dinner during training/meeting/team activities or business entertainment in which the employee participates, additional meal expenses cannot be reimbursed. Breakfast is included in accommodation. Valeo canteen should always be the 1st priority to be chosen for lunch if a business trip to Valeo sites, additional lunch expenses will not be acceptable for reimbursement. Meal expenses are not reimbursable for those business trips occurred in the working city;

早餐包含在酒店住宿标准内。员工参加培训、会议、团队活动或业务招待，如果组织方已经提供餐饮，不得额外报销出差餐饮费；员工在有食堂的法雷奥公司出差，应优先在公司内食堂用餐，不得报销午餐费用。在办公地城市外出不享受出差餐饮待遇；

- 2.5 Offering or promising gifts, entertainment or hospitality including meals to a public official is not permitted, extremely rare exceptions can be granted. Any exception should be consulted with National China President;不得赠送、招待或者款待政府工作人员，特别例外必须得到中国区总裁的批准；

- 2.6 Invoices related to gifts, souvenirs and specialty should not be used for reimbursement for business trips;不得用于礼品、纪念品、土特产发票作为出差餐饮报销；

- 2.7 Meal invoice must be printed with the company's identification number; meal invoice must be systematically attached by consumable billing with accurate spending amount;

餐饮发票必须打印公司纳税人识别号，餐饮发票必须凭借显示具体消费金额的收银条报销；

- 2.8 Reimbursement for travel catering should select the SAP items - "travel catering"; Reimbursement for team activities within the company should select the SAP items - "Team Building". Reimbursement for business entertainment expenses should select the SAP items - "Business Entertainment".

出差餐饮报销选用SAP 报销项目—“出差餐饮”，公司内部团队活动餐饮报销使用SAP报销项目—“团队活动”，对外业务招待餐饮报销使用SAP报销项目“业务招待费”。

3. Transportation Expenses Reimbursement Guideline 差旅交通费用报销规范

- 3.1 Issue date of transportation invoices must be consistent with the travel schedule.

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出租车发票时间必须与实际出差行程一致；

3.2 Transportation invoices should be noted with specific travel schedules.

车费发票必须逐项写明具体行程；

3.3 Online vehicles booking need the travel schedule issued by the website.

网络预订车辆必须提供网站出具的行程单；

3.4 Paying traffic fees and car rental costs for customers is not reimbursable.

不得为客户支付交通费用和租车费用；

3.5 Maintenance fees and fines for vehicles are not reimbursable.

不得报销各类车辆维护洗车修理费用及罚款；

3.6 Transportation fees related to personal matters including physical examination, personal documents (except applying for the visa for business travel), and personal matters are not reimbursable

私人事务不得报销车费，包括体检、办理个人证件（因公出差签证除外）和办理个人事务；

3.7 Traffic card recharge invoices cannot be reimbursed as fare invoices.

不得以交通卡充值发票代替车费发票；

3.8 Expenses for overweight baggage cannot be reimbursed (except for transporting equipment or international travel expenses for business purposes).

超重行李费不得报销（除工作需要运输设备或国际差旅产生的费用）。

3.9 Taking a taxi cross cities cannot be reimbursed if other options can be taken at a more reasonable costs

不可跨省市打车。

4. Using personal vehicles 私车公用

4.1. Personal vehicles are not permitted for business travel. For safety reasons, air, train or bus are the main choices of travel transport. For shorter distances, a hired vehicle may be used. Personal vehicles may be exceptionally permitted for business travel with the prior validation in EHR Travel Authorization Request(TAR).

原则上员工个人车辆不允许在差旅中使用。基于安全的考虑,飞机、火车或大巴将作为主要的差旅交通工具。短途差旅,可使用租赁车辆。员工必须在得到EHR出差申请中申请使用个人车辆,在出差申请批准之后才可以在差旅中使用个人车辆。

4.2. If a personal vehicle is used for professional purposes,the personal vehicle reimbursement must be supported by gasoline invoice with the same period of the travel and map with the travel route and mileage .

若员工申请使用个人车辆作为差旅交通工具,员工可以提供与差旅时间一致的油费发票和标明出差路线与里程的地图,按照公司规定的油费报销标准进行报销。

	<div>Valeo ND China Travel and Expenses Policy</div> <div>法雷奥中国区总部差旅和费用政策</div>	Code: HR 2018-01
		<div>Written by:</div> <div>ND China HR Department</div> <div>ND China Finance Department</div> <div>Effective date: April 01st, 2023</div>
		<div>Modified or revised by:</div> <div>Site HR Manager and Financial Controller</div>
Approved by Valeo China HR VP, Valeo China Finance VP, and Valeo China President.		Page: 11 of 12

4.3. Toll and parking expenses incurred on business travel are reimbursed on the basis of receipts. However, toll and parking expenses for commuting between work and home are not reimbursed. Parking expenses from an airport or train station are reimbursed if the cost is less than a return taxi trip between the employee's home and the airport/train station and vice versa. For any exceptions, the employee must submit receipts along with the expenses form

员工可根据差旅行程中实际发生的高速公路通行费及停车费进行实报实销,但正常上下班途中的高速公路通行费及停车费不可以报销。差旅期间在机场或火车站产生停车费若低于往返于公司与家直接的士费用则可以报销相应的停车费。

5. Other Expenses Reimbursement Guideline其他费用报销规范

5.1. Credit card interest and foreign exchange commission fee shall not be reimbursed.

信用卡利息和外汇兑换手续费不得报销。

5.2. Foreign currency reimbursement should provide the credit card repayment records or foreign currency exchange certificate.

外币报销需提供信用卡还款记录和换汇证明。

5.3. Foreign currency reimbursement should fill in the original amount of currency in the reimbursement form.

外币报销请在报销单中填写原币金额。

5.4. Any unrealized expenses, fake information or no remark as requested on expense report will not be accepted for reimbursement.

不得以任何形式发票报销未真实发生的费用,任何虚假解释或未按要求解释的票据将被拒绝报销。

5.5. The reimbursement must be submitted to finance within 30 days after returning to office.

员工必须在回到公司30日之内递交报销单。