

Travel Policy

Internal document • Version 1.0 • 2026-02-04

1. Booking

- Use the approved booking tool when available.
- Book economy class for flights under 6 hours unless pre■approved.
- Choose reasonably priced hotels near the work site.

2. Per Diem

When per diem applies, the default is **45€ per day** unless local guidelines specify otherwise.

3. Safety

Review travel advisories and follow security guidance for devices and data.

4. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.