

# Approvals Document

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### 3.1 Travel Allowance Provision

Eligible employees for travel allowance are determined during their recruitment or promotion process, as prescribed by the Human Resources Department and approved by the HR Director.

### 3.2 Management of Regular Travel Allowance Applications

#### 3.2.1 Travel Allowance Application

Users can access the Travel Allowance System by visiting the following link:

<https://companywebsite.com/sites/approvals/expenses>

to Create, Edit, Submit or Delete a travel allowance Application.

#### 3.2.2 Travel Allowance Application Categories

The following categories are accepted as valid travel expenses by the Finance Department and the Travel Allowance Auditor, and are listed below with the respective category they fall under in the Regular Travel Allowance Form:

Allowance Categories accepted

Regular Travel Allowance Form Categories

Expense Categories accepted	Recurring Expenses Form Categories
Petrol/Diesel/Gas receipts with a maximum amount of 100 euros	Transfer
Toll fees	Transfer
Parking fees	Transfer
Food Take away / Delivery	Meals
Soda, Coffee, Alcoholic drinks	Meals
Books	Other
Stationery	Other
Movie tickets/ Theatre tickets	Other
CDs	Other
Subscriptions	Other
Car and Motorcycles Service and Spare parts costs	Other
Equipment for remote work	Other

#### 3.2.3 Application Submission and Cut-Off Date

The applicant must submit the travel allowance application and then, as promptly as possible, provide to the Finance Department the:

printed Regular Travel Allowance application form and

original payment receipts

by the 26th calendar date of each month.

This gives the Finance Department sufficient time to verify the application and update the system accordingly before the end of the month.

#### 3.2.4 Late submission of applications and/or receipts

If any travel allowance applications and/or the associated printed application forms and receipts are submitted after the 26th of the month, the reimbursement will be processed on the 30th (or the last business day before the 30th) of the subsequent month, not as an interim payment.

#### 3.2.5 Regular Travel Allowance Tentative Schedule

The travel allowance application typically occurs on a monthly basis but can also be submitted at longer intervals based on the employee's travel schedule. Any allowances from a given year must be claimed within the same calendar year.

### 3.3 Request Review and Approval

The submitted applications are reviewed and approved sequentially by the following roles:

Finance Department (review)

Travel Allowance Auditor (review & approval)

#### 3.4 Request for Revision

In some cases, following the review and approval steps, the Finance Department and/or the Travel Allowance Auditor may ask the applicant to edit the submitted Travel Allowance application form. Examples of such cases include applications with invalid expenses or incorrect amounts.