



## **SWIFT Travel and Expense Policy**

### **1. Scope**

This policy defines which travel related expenses are reimbursable by the Company to SWIFT in the context of consulting services contracts.

### **2. Guiding Principles**

All reasonable and justified travel related expenses will be reimbursed by the Company. The guiding principle is 'No gain, no loss'. This means that expenses claimed will not include any element of personal gain for the SWIFT consultant traveling in the context of the consulting services contract. .

SWIFT consultants will always select the lowest cost solution as appropriate and book as early as possible to get the best deals. A trip will only take place if essential, upon agreement by the Company and if its purpose cannot be reached by other means (eg. video/phone conferencing).

### **3. Air Travel**

Economy class must be used for flights under 4 hours in duration. Business class travel is authorised on flights greater than 4 hours in duration.

### **4. Train Travel**

First class travel is authorised on traditional 2-class service trains. The following policy applies on specific rail transportation:

- airport/city connections: 2nd class
- Eurostar: StandardPremier
- Thalys: 1st class

### **5. Car Travel**

Car travel is only allowed if cost is less than a plane, train or taxi ticket and cost will be reimbursed on the basis of published kilometre/mileage allowances per location.

In case car rental is required, the rental category will not exceed the 'compact' category.

Following coverage should be included in the contract:

- third-party liability (LIS or SLIS)
- theft protection (TP)
- Loss/collision damage waiver (LDW/CDW or SCDW)



## 6. Expense Claims

Upon request of the Company, all expenses claimed by SWIFT to the Company will be justified by original receipts/boarding passes and travel invoices .

Any airport fees and/or booking fees will be reported and included in the travel cost.

## 7. Hotel Expenses

SWIFT has negotiated corporate rates with hotels in frequently visited locations and priority will be given to these hotels. In other cases, the maximum rate per night (incl. taxes) shall not exceed 275 EUR or equivalent in local currency. .

Reasonable laundry costs are allowed if the stay exceeds three nights, up to a limit of 12 EUR or equivalent per day.

## 8. Meals

Company meals for parties containing only of SWIFT staff should not exceed: 45 EUR / 60 USD per meal/per person (tax and service included). For parties containing external invitees, the meal price should not exceed 75 EUR/100 USD per meal/person.

## 9. Other Travel Expenses

- Currency exchange: documented differences versus SWIFT currency exchange rates.
- Tolls, parking fees, taxi fares.
- Tipping when appropriate and commensurate with local practices and customs.
- Fuel: only for rental cars or company lease cars.
- Small expenses for snacks, drinks, tips, minibar, laundry... up to a total of 20 EUR or equivalent/day.