

# Business Trip Expense Accounting

Guidelines on planning, booking, and reconciling expenses.

## Overview

This section introduces how employees must handle travel planning and expenses. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized.

## Approvals & TRF

All trips require a Travel Request Form submitted 10 days in advance. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational

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**Note:** TRFs without manager signature will be rejected automatically.

## Booking Rules

Flights must be economy class unless exceeding six hours; hotels capped at €150. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized.

## Expense Limits

City	Hotel cap	Meal cap
Berlin	€150	€50
Paris	€180	€50
Warsaw	€120	€45

## Settlements

Employees must file expense reports within 7 days; reimbursements occur within 10 business days. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were standardized. In practice, this has often led to discussions where managers share examples of how unclear communication caused disruption in project schedules, and HR emphasizes the need for consistency across different regions so that employees in Germany, Spain, or Poland all follow the same baseline approach. It is not uncommon for employees to ask whether they can bend the rules slightly, and the standard answer is that exceptions must be documented carefully and communicated transparently. There have been cases in the past where individuals forgot to provide proper notification, and this created confusion not only within their immediate team but also for cross-functional stakeholders relying on timely updates. Therefore, this process is not simply a bureaucratic exercise but an essential component of how NovantaTech ensures that operational continuity and employee well-being go hand in hand. In fact, the HR department has reported measurable improvements in absentee trend tracking since these policies were

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