

#### General:

This policy outlines how employees can claim travel expenses and allowances during business trips. It

#### Approval Process:

All business trips must be approved in writing by the direct supervisor or another authorized person before

Requests for business trips should be submitted at least two weeks in advance, except in emergencies.

#### Transport:

Air Travel: Economy class is preferred for flights up to 4 hours. Business class may be used for long-haul

Train: 1st class tickets are permissible.

Rental Cars: Mid-size vehicles are preferred. Higher-class vehicles require justification and separate approval.

Private Vehicle: Mileage allowances will be reimbursed according to tax regulations. Prior approval is required.

#### Accommodation:

Mid-range hotels (3-4 stars) are preferred. Higher-class hotels require justification and prior approval.

When submitting hotel bills, extras (e.g., minibar, movies) should be excluded unless incurred for business.

#### Meals:

Daily allowances for meals can be claimed according to tax regulations. Alternatively, actual costs up to the

Alcoholic beverages are reimbursed only in moderation and in connection with business meals.

#### Other Expenses:

Costs for public transportation, parking fees, taxis, and other necessary expenses will be reimbursed, subject to

Expenses for personal activities during a business trip will not be reimbursed.

#### Receipt Requirements:

All reimbursements require a receipt. In case of a lost receipt, a written explanation may be necessary.

All receipts and documents should be clear and legible.

#### Submission and Processing Time:

Travel expense reports should be submitted within 30 days after the end of the business trip.

Reimbursements are typically processed within 14 working days after approval of the report.

#### Misuse:

False claims or repeated misuse of the expense reporting system may result in disciplinary actions.

#### Review and Update:

This policy is regularly reviewed and may be updated as necessary. All employees will be informed about