

Travel Expenses Policy

MyCompany will reimburse the following actual costs upon presentation of appropriate receipts:

Travel expenses:

- Required overnight costs in a max. 4-star hotel (incl. standard breakfast without

additional meals or other additional services of the hotel, such as Wi-Fi costs) with a

Daily rate of up to 120 €/day (except during trade fair periods)

- Tickets for required train and S-Bahn journeys
- Flight tickets (economy class), preferably best-buy tickets
- Tickets for public transport (subway, bus, tram)
- Taxi receipts for local transport
- Travel costs for journeys with your own vehicle (0.30 euros per kilometer traveled)
- All costs for a rented mid-size car (e.g. Passat; including fuel bills)
- Parking fees for your own or rented vehicle

Additional expenses (e.g. meal allowances) or other expenditures that are necessary to fulfill the contractually owed services are already covered by the agreed contractual fee and will not be reimbursed separately by MyCompany.