

# Corporate Travel Policy

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## 1. Purpose and scope

The procedures described in this corporate travel policy (the "Travel Policy") and the appendices apply to all employees of as well as to any contractors/consultants ("Travellers") travelling on behalf of Biocartis Group N.V. and its subsidiaries ("Biocartis" or "the Company"). The purpose of the Travel Policy is to ensure that travelling for and on behalf of the Company is carried out in a safe, cost efficient and uniform way.

The core principle of the Travel Policy is that corporate travel should be undertaken only if it is deemed necessary from a business perspective. Special attention should always be given to evaluating alternative means of facilitating a business discussion (e.g. telephone, conference calls, video and web conferencing) as well as alternative means of transportation (air vs. train vs. car) before embarking upon a business trip. Note that travel is considered to be corporate travel when work is conducted at a location different from the regular place(s) of work.

Please ensure that during a business trip, ongoing matters that require your attention are continued as much as possible. It is required that all corporate travel should be marked in the Outlook calendars, accessible by relevant colleagues.

Please be aware that not complying with the Travel Policy will lead to refusal of reimbursement or recharge of costs to the business traveller in total or in part.

## 2. General

### 2.1. Travel Authorization

With exception for members of the BC Cockpit and the Company's sales and marketing representatives, all travellers need to require upfront travel authorization from the responsible sphere cockpit representative for the requested travel. It is the responsibility of both the traveller and the responsible sphere cockpit representative that the travel policy is adhered to.

#### **Responsibility cockpit representative**

1. Should have an in-depth knowledge of the Travel Policy and educate the respective traveller on this policy if needed (Note: the Travel Policy should be provided to every Biocartis employee upon start of the employment.);
2. Determine if travel is necessary to achieve the business goal;
3. In case of group travel; determine whether the attendance of the Traveller requesting travel is required in light of the other Biocartis attendees joining the business trip
4. Determine if the suggested means of transportation is the most cost and time efficient;
5. Determine if other travel related expenses are in accordance with the Travel Policy.
6. Approve travel
7. Urge the relevant traveller to submit expense notes, immediately after the travel is complete, or costs are fully known.

#### **Travellers' Responsibility**

1. Determine whether the travel is necessary to achieve the business goal;
2. In case of group travel; determine whether his/her attendance is required in light of the other Biocartis attendees joining the business trip
3. Ensure that travel related expenses are in adherence to the Travel Policy;
4. Notify the admin pool as soon as possible of necessary travel arrangements in order to make sure that cost efficiencies / discounts related to booking in advance can be realized;
5. Incur only expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures; and
6. Submit expense notes as outlined in the expense section on this policy, on a timely basis (latest within 30 days after travel).

Subsequent to approval; travel arrangements, including airfare, rental car, lodging and planning of meetings should be coordinated in cooperation with a member of the admin pool and/or our Travel Agent as described in the Travel Policy.

## 2.2. Travel agent

All travel — including air, rail, hotel, rental car reservations — is booked through Biocartis' designated travel agent Uniglobe ("Travel Agent") and coordinated by the Admin Pool, with the exceptions as outlined below. Please see Appendix 1 for the contact details of the designated Travel Agent.

## 2.3. Payment travel expenses

All expenses incurred during travel are paid for by the Traveller (on an individual basis) through payment in cash, a Company-sponsored credit card and/or via the Travel Agent (who is providing the Company on a monthly basis expense overviews for each of the relevant Travellers). It's not allowed to have travel related expenses invoiced to the Company directly. This to allow for a proper monitoring of individual spending.

## 2.4. Travel restrictions

Corporate travel should not be conducted to countries where a governmental travel warning has been issued. An updated overview of governmental travel advice can be found via the following link: [http://diplomatie.belgium.be/nl/Diensten/Op\\_reis\\_in\\_het\\_buitenland/reisadviezen](http://diplomatie.belgium.be/nl/Diensten/Op_reis_in_het_buitenland/reisadviezen). Only in special circumstances travel can be allowed to countries with a travel warning if approval is obtained from the BC cockpit in consultation with Human Resources that should ensure sufficient personal safety measures, additional travel insurance and other related elements.

## 2.5. Corporate cards

Several employees of the Company receive a Company-sponsored corporate credit card. These persons should use that credit card for all their reimbursable travel expenses where possible and are expected to comply with the terms and conditions of the corporate card agreement. Expenses must be submitted according to the process in place in order to verify compliance with policies. In case of loss of corporate cards, **Card Stop** should be informed immediately on **+32 (0)70/344 344**.

## 2.6. Passport/Visa

Passport(s), visa, travel permits, tourist card and other entry costs, as well as immunisation expenses – if required for business travel purposes – are reimbursed by the Company. It is the responsibility of the traveller to ensure that visas, travel permits or related documents are applied for in a timely and cost efficient manner. Travellers are responsible for ensuring that international passports are valid in accordance with country entry laws.

## 2.7. Loyalty programs

The benefits earned during business trips that come along with frequent flyer membership or similar programs offered by airlines, hotels, train and car rental agencies are for the personal account of the traveller. However, at no time the choice of travel can be influenced by personal benefits that travellers can obtain through loyalty program which will result in increased travel costs for the Company.

Membership fees for loyalty programs are not reimbursed by the Company.

## 2.8. Personal and spouse travel

Personal travel taken in conjunction with business travel should not in any way alter the original business travel plan and/or result in higher travel costs for Biocartis. Biocartis will only reimburse those expenses that are directly related to the business part of the trip.

Spouses may join employees while travelling on company business. Expenses incurred by the spouse, however, are not reimbursed by the Company.

## 2.9. Carbon footprint

At all times, transportation with the lowest carbon footprint is preferred should it be a viable option.

## 2.10. Arrangements to limit commuting time

For employees whom are contractually entitled to certain travel arrangements in order to limit or to optimise their commuting to and from Biocartis, specific lodging arrangements may be applicable. This relates to lodging within the Mechelen area as well as usage of ground transportation. These lodging arrangements and/or usage of ground transportation should always follow the Travel Policy, with the exception that some of these employees are allowed to opt for B&B lodging within the Mechelen area if the cost of such B&B falls within the guided hotel rates. Meals and refreshments consumed at the time of this lodging and/or usage of ground transportation are not reimbursed, unless otherwise contractually agreed with the employee.

# 3. Air travel

## 3.1. General guidelines

Air travel must be booked as early as possible in order to secure the best airfare and must be booked on the lowest logical fare (LLF) for the traveller's permitted class of service, as defined in the online booking tool or by the Travel Agent. Return trips are in principle booked at the same airline operator. Furthermore, tickets are booked on the basis of airfare that allows for flight schedule flexibility (i.e. flex rates) should changes in the schedule of the business trip result in reasonable required changes of the flight schedule. Should it be unexpected that a flight schedule will change; inflexible tickets can be booked to allow for cost advantages.

Travellers are entitled to select a direct flight over a connecting flight if the additional costs are reasonable (reasonable is perceived to be in the range of 15%-20%, unless certain conditions would dictate otherwise).

Travellers must accept alternative flights which have significant lower rates and that departs within a 'time window' which is two hours before or after the requested departure time for short haul flights (i.e. within a continent such as Europe, North America, South America or all domestic flights) and four hours before or after for long haul flights (i.e. intercontinental). This with the understanding that such alternative flight does not jeopardize the Traveller's travel schedule. Employees can only refuse these alternative flights in case the purpose of the business trip is jeopardized (e.g. not enough meeting time left).

## 3.2. Class of service

All flights are booked in the standard economy class. Business class flights, unless in case of free upgrades offered by the airline, are only allowed after approval for overnight intercontinental flights combined with business meetings involving external parties upon arrival. For the avoidance of doubt, attending conferences or ad hoc meetings with (potential) clients or other parties at conference booths do not classify as third party meetings.

Travellers are allowed to use their personal mileage, accumulated through airline loyalty schemes, to upgrade their economy ticket to business class.

## 3.3. Ticket Change

Ticket changes while en route can only be made for business reasons or in case of force majeure / personal emergencies.

## 3.4. Fast Lane Memberships

Employees that conduct frequent business flights for the Company are entitled to reimburse a fast lane membership of their local airport (ie. their regular point of departure) should there be an economic rationale between the involved membership fee and related reduction in travel time.

### 3.5. Travel to airport / airport parking

Travellers should opt for the most economical means of travel towards an airport, balancing travel time with costs. Long(er) term airport parking is only allowed if public transportation towards the airport, in combination with taxi travel if needed, is not an economical/viable option and taking into account the guidelines as shown in 4.3 below on taxi/car services

## 4. Ground Transportation

### 4.1. General

For local and short distance business trips, the use of a company car, if available, and carpooling are recommended. For ground transportation abroad, travellers should consider the most economical, efficient and safe transportation at the travel destination including public transportation, taxi or rental cars.

### 4.2. Car Rental

The use of rental cars is justified when it is more economical than local public ground transportation alternatives (e.g. rail busses and shuttle services), taking safety and travel time into consideration. Car rental should be booked only with approved suppliers through our Travel Agent. Rental cars must be intermediate size for North America and compact size for other destinations.

Use of a rental car one size larger than that allowed by the policy is only acceptable when four or more Travellers travel together and share the rental or are entertaining customers, and should only be one size larger. Travellers should inspect a rental car for any damages PRIOR to leaving the car rental company. If any damage is noted, ensure that it is detailed on the rental car agreement, thus claims for unwarranted damages can be avoided.

For Europe, U.S. and Canada only the insurance for civil (third party) liability and damages on the rental car must be accepted. All other extra car related insurances are not necessary as they are covered by the Company insurance. For more information on the company's travel insurance, please check <https://sharepoint.biocartis.com/Shared%20Documents%20New/Forms/AllItems.aspx?RootFolder=%2FShared%20Documents%20New%2FDepartments%20Shared%20Files%2FHuman%20Resources%2FBusiness%20Travel%20Insurance>

Careful planning of your itinerary can limit the need to pay drop-off charges. Rental cars must be returned on time and with a full tank of gas to avoid additional hourly and excessive refueling charges.

### 4.3. Car Services/Taxis

Use of taxis and approved car services should be kept to a strict minimum and only conducted if it's more economic and time efficient compared to public transportation and/or usage cars that are to the disposal of a traveller. Travellers with company cars must prioritise the use of the company car over taxis should that be more cost efficient while it at the same time should not affect the travel plan. All taxis should be paid as an expense and not invoiced to the Company. For airport transfers outside home country, employees should evaluate the use of airport or hotel courtesy coaches.

Travellers should also contemplate long term parking solutions at the airport to reduce costs compared to taxis (such as Carhotel, Quick Parking Brussels airport).

### 4.4. Personal Car reimbursement

Employees are only authorized to use his/her own car for corporate travel if a valid driver's license and adequate car insurance is in place.

When an employee uses a personal car for corporate travel, the Company will pay the tax mileage allowance of the particular country where the employee is based (this amount will be reviewed each year). The Company will also reimburse all actual auto tolls and parking fees, supported by a receipt.

Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can

expense the difference.

In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, number of kilometers, point of origin, destination and time of trip. The employee assumes the responsibility for all parking and traffic fines. Traffic violation fines are disallowable expenses.

#### 4.5. Rail travel

International rail travel must be booked through the designated Travel Agent to ensure access to all Company-negotiated discounts. Where possible, e-ticketing must be used for train travel. Travellers are allowed to book first class tickets if it involves long train travel (around four hours or more) and/or if it would allow the traveller to work if the second class would not reasonably allow for this. However, in case of short distance trips within the same country second class travel is preferred.

All rail booking should be booked early in advance to get the most favorable ticket rate. For frequent trips, Travellers are required to use corporate programme cards and reduction cards such as Thalys Corporate Programs (TCP), Eurostar and Cybelys (paperless ticket) as recommended by the Travel Agent.

## 5. Hotel/Lodging

### 5.1. General

Hotel bookings should be conducted as early as possible to take full advantage of Company negotiated rates. The Travel Policy allows for bookings of standard/basic rooms only, unless no other options (including alternative hotels) are available. Appendix 2 includes an overview of indicative maximum hotel rates that are allowed for specific geographies. This overview implies bookings at hotels with ratings of 3 to 4 stars (depending on the location) and will be reviewed on an annual basis. Booking criteria such as situation in a safe neighbourhood/district, in-room sanitary facilities and fitness facilities (if fitness otherwise would not be possible) should be taken into account when making reservations.

Hotel reservations should ideally be booked at the same time as the airline/train reservation to minimize processing fees for the Company. Hotel bills should be paid by the Traveller itself, see also the wording in 2.3.

Hotel rates without cancellation possibilities are only allowed if the traveller is certain that his/her travel schedule will not change. Most hotels require a minimum of 24 hours notice to cancel without a penalty. Ensure you obtain a cancellation number or reference for a booking to allow for proper cancellation when needed. Additional charges incurred due to inappropriate cancellations of hotel bookings are not reimbursed, unless the cause is business-related and unforeseen.

### 5.2. Hotel bookings within the Mechelen area

Biocartis has made special arrangements with several hotels in Mechelen (on e.g. pricing, cancellation flexibility, etc.) of which a list is included in Appendix 3 (special arrangements are made for the Company's non-executive board members). Hotel bookings within Mechelen are consequently only allowed in the respective hotels, unless none of them has availability. Note: if the traveller needs accommodation for a longer period of time, he/she can book a hotel/B&B within the Mechelen area that would allow for amongst others in-house cooking or that would for example offer in-house laundry facilities.

### 5.3. Hotels bookings outside the Mechelen area

All hotel bookings outside the Mechelen area are booked through the Travel Agent to ensure volumes are captured for future negotiations and security tracking can be implemented in the event of an emergency. Use of Booking.com (or a similar site) is allowed for hotel reservations only if it will enable to obtain a more favorable rate as compared to the rates offered by the Travel Agent.

### 5.4. Hotel bookings at conferences

Certain conferences offer conference attendees special rates for conference related hotel bookings. If such offerings include hotel rates that exceed the Travel Policy, bookings of these offerings are exceptionally allowed



if this is necessary to ensure that the Traveller can benefit from the networking activities that such hotel venue would offer (taking into account a reasonable trade-off between such benefits and the additional costs) and/or if alternative hotels would involve additional taxi/transportation costs that would compensate for the difference.

## 6. Meals & refreshments

### 6.1. General

The Company will reimburse meals and refreshments when an employee is conducting corporate travel. Note that a Traveller should reimburse meals and refreshments with his/her meal voucher should that be most appropriate.

The employee has to make a detailed expense note with the necessary (original) pieces of evidence. Employees should use their corporate credit card for all expenses, wherever the card is accepted.

### 6.2. Reimbursement amounts

The Traveller should be guided by the daily amounts for lunch, dinner, snacks and refreshments which can be found in Appendix 4. It is the responsibility of the Traveller to comply with the indicated amounts. Expenses that exceed the indicated amounts without a proper reason are not reimbursed. The amounts shown in Appendix 4 for meals include drinks consumed during meals as well as taxes and tips.

### 6.3. Taxes and tips

Now, tips can only be charged to the company if included in a receipt. Reimbursement may include a gratuity of up to fifteen (15) percent of the bill before sales tax, if, and only applicable in certain countries where this is customary (e.g. US), and provided that the exact amount of the gratuity can be sustained.

## 7. Telephone/Internet/Entertainment

### 7.1. Telephone

Business calls and normal private calls are allowed. Travellers should always try to make use of Company office telephones or a Company cell phone to make business calls when they are travelling. Calls from hotel rooms should be kept to a minimum due to the high cost. Where available and appropriate, employees should obtain and make use of a telephone calling card.

### 7.2. Internet

Usage of mobile internet is allowed abroad but should be limited where possible by using local WIFI networks or alternative services offered by amongst others hotels. Preferred hotels will often offer complimentary online access. Reasonable costs of accessing WIFI or fixed line internet services will be refundable.

### 7.3. Entertainment

Entertainment expenses are NOT reimbursable.

## 8. Other expenses

Actual and reasonable professional documentation and literature expenses will be reimbursed, if necessary to serve the business need of the travel or expense. Reasonable costs of accessing WIFI or fixed line internet services are refundable.

All IT hardware, software and small supplies must be bought via our IT department. Only in emergency cases it is allowed to buy IT materials directly from a shop providing, if possible, prior approval is sought by the IT department.

## 9. Non-reimbursable expenses

In general, expenses already covered by any allowance paid to the Traveller by the Company cannot be claimed through an expense note.

The following lists of expenses (while not all-inclusive) are (without exception) **not reimbursable**:

- Airline Club access fees / frequent flyer programme costs
- Personal Articles and Services (e.g. toiletries, newspapers/magazines, barber/hairdresser, manicurist, hairstylist, manicurist, spa expense)
- Traffic violations, Parking Fines, towing or impounding fees
- Hotel No-Show Charges without a sound business reason
- Hotel Room/In Flight & hotel movies
- Late Payment & Delinquency Charges on Corporate Card
- Transport to/from normal office/place of business
- Expenses for travel companions / family members
- Baby Sitter Fees/Day Care, Dependent Care
- Interest charges or annual fees on personal credit cards used for business
- Theft or damage to personal items
- Bar bills, including but not limited to consumption of alcoholic beverages from in-room mini bars (other than alcohol ordered within the daily allowances as outlined in Appendix 5)

## 10. Expense reporting

All expenses incurred during corporate travel should be reported via Xpenditure of which the user guide can be found on:

<https://sharepoint.biocartis.com/Shared%20Documents%20New/Forms/AllItems.aspx?RootFolder=%2FShared%20Documents%20New%2FDepartments%20Shared%20Files%2FFinance%2FXpenditure&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence>

For every month in which expenses have occurred, all Xpenditure users have to:

- Submit their expenses and upload all receipts with proper justifications;
- Indicate if the expenses are to be reimbursed or have been paid with Biocartis credit card;
- Approve (or reject) their submitted expenses (also the ones outstanding from previous months);
- Indicate missing (lost) receipts and allocate these to the correct cost category; and
- Avoid multiple uploads of the same receipts.

For technical questions, please contact the Biocartis IT Service desk. For functional questions, please contact the Xpenditure helpdesk. For queries on specific transactions, please contact Tatiana Vasilo (tvasilo@biocartis.com). For specific training requests, please contact Veronica Riseva (vriseva@biocartis.com). For queries on reimbursement payments, please contact Marina Ceulemans (mceulemans@biocartis.com)

## 11. Travel insurance

Airline tickets purchased through the Travel Agent automatically include a travel insurance. The cost of any additional travel insurance purchased by the Traveller is a personal expense and will not be reimbursed.

All info with regards to the travel insurance can be found on the HR sharepoint portal: [AIG Travel Insurance](#).

# Appendix

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## Appendix 1- Contact Details Uniglobe Offices

Bookings are made via the online booking tool of the designated Travel Agent, wherever available. The link that gives access to the Uniglobe Online Booking tool for Biocartis is:

<https://e-travelmanagement22.amadeus.com/login/biocartisnv>

Login = username

Password = provided by the travel agency

(To be received from the travel agency. Remark: all small characters & save this link immediately in your favorites!)

On [Sharepoint](#), you can find a short demo of the Uniglobe Online Booking Tool and its main features. Please have a look at this document before start using the Online tool. However if you should have any further questions regarding the use of the Online tool, you can contact your dedicated admin support or the dedicated support team by [support@axontravel.be](mailto:support@axontravel.be). For all questions regarding bookings, reservations offline, we advise to contact the designated Travel Agent and/or the Admin Pool.

The Travel Agent grants a 3% discount on all private travel bookings for Biocartis employees (please contact the Leisure department for more information, contact details are included in the table of below).

The 24/7 international rescue line number of the Travel Agent can be used for all emergencies and questions outside office hours: + 44 203 130 9672

General contact details Travel Agent:

Uniglobe Axon Travel

Vaartkom 5, 3000 Leuven | +32 (0)16 23 11 44

Cellebroedersstraat 9, 3500 Hasselt | +32 (0)11 26 40 00 (leisure)

[www.axontravel.be](http://www.axontravel.be)

Opening hours: Monday to Friday from 08h30 to 18h00 (continuous). Saturday 10-16u (continuous – leisure travel)

<b>Business Travel Department</b>	Ilse Debaille	016 23 11 44	<a href="mailto:idebaille@axontravel.be">idebaille@axontravel.be</a>
	Natacha Dehaen	016 23 11 44	<a href="mailto:ndehaen@axontravel.be">ndehaen@axontravel.be</a>
	Nathalie Minnen	016 23 11 44	<a href="mailto:nminnen@axontravel.be">nminnen@axontravel.be</a>
	Anne Gelders	016 23 11 44	<a href="mailto:agelders@axontravel.be">agelders@axontravel.be</a>
	Philippe Van Binnebeek	016 23 11 44	<a href="mailto:pvanbinnebeek@axontravel.be">pvanbinnebeek@axontravel.be</a>
	Dirk Peeters	016 23 11 44	<a href="mailto:dpeeters@axontravel.be">dpeeters@axontravel.be</a>
	Sofie Taymans	016 23 11 44	<a href="mailto:staymans@axontravel.be">staymans@axontravel.be</a>
	Cedric Kumps	016 23 11 44	<a href="mailto:ckumps@axontravel.be">ckumps@axontravel.be</a>
<b>Leisure Department</b>	Sylvie Aptekers	016 23 11 44	<a href="mailto:saptekers@axontravel.be">saptekers@axontravel.be</a>
	Evi Poncelet	016 23 11 44	<a href="mailto:eponcelet@axontravel.be">eponcelet@axontravel.be</a>
	Sandy Deckers	016 23 11 44	<a href="mailto:sdeckers@axontravel.be">sdeckers@axontravel.be</a>
	Bjorn Kuyl	016 23 11 44	<a href="mailto:bkuyl@axontravel.be">bkuyl@axontravel.be</a>

<b>Groups &amp; Incentives</b>	Cindy Dever Frederik Debruyn	016 23 11 44 016 23 11 44	<a href="mailto:cdever@axontravel.be">cdever@axontravel.be</a> <a href="mailto:fdebruyn@axontravel.be">fdebruyn@axontravel.be</a>
<b>Sales</b>	Yorick Amerlynck Franca Argento	0479 398 323 0474 300 121	<a href="mailto:yamerlynck@axontravel.be">yamerlynck@axontravel.be</a> <a href="mailto:fargento@axontravel.be">fargento@axontravel.be</a>
<b>Accounting</b>	Dimitry Thieleman	016 23 11 44	<a href="mailto:accountancy@axontravel.be">accountancy@axontravel.be</a>
<b>Management</b>	Yvan De Latte	016 23 11 44	<a href="mailto:ydelatte@axontravel.be">ydelatte@axontravel.be</a>
<b>Info</b>	Telefoon Fax	016 23 11 44	<a href="mailto:info@axontravel.be">info@axontravel.be</a>

## Appendix 2 - Indicative maximum hotel rates

Please see the table below for the indicative hotel rates (3\* or more). These rates are for guidance purposes only and are provided by the travel agency (period March 2015-January 2016, overview to be updated on a regular basis). Rates are based on the different hotel tools from our corporate travel agency.

Country	Location	Hotel	Price per night (*incl. breakfast /excl. taxes)	Price per night (during conference period)
Argentina	Buenos Aires		EUR 100	
	Santa Fe		EUR 85	
Austria	Vienna		EUR 100	EUR 100-180
Belgium	Brussels		EUR 169	EUR 180-220
	Gent			EUR 150
	Leuven		EUR 121,70*	EUR 120-160
	Mechelen			
		De Drie Paardekens	EUR 93*	
		Hotel Elisabeth	EUR 108*	
		Parkhotel Montreal	EUR 110*	
		Novotel	EUR 135*	
Bulgaria	Sofia		EUR 110	
Brazil	Cuiabá		EUR 130	
Canada	Montréal		CAD 150	
Chile	Santiago		EUR 140	
China	Hong Kong		EUR 120	
	Shanghai		EUR 90	
Czech Republic	Prague		EUR 125	
Denmark	Copenhagen		EUR 130	
Finland	Helsinki		EUR 130	
France	Lille		EUR 135*	
	Lyon			EUR 100-150
	Nantes		EUR 96*	
	Paris		EUR 135	
Germany	Berlin		EUR 105	
	Bonn		EUR 105	
	Cologne		EUR 105	
	Frankfurt		EUR 105	
	Hamburg		EUR 105	
	Munich		EUR 105	
	Stuttgart		EUR 105	
Great Britain	London		GBP 130	GBP 130-200
Hungary	Budapest		EUR 114	
Italy	Bologna			EUR 150
	Napoli			EUR 150
	Milan		EUR 125	EUR 120-200
	Rome		EUR 140	EUR 140-200
Japan	Tokyo		EUR 221	
Netherlands	Amsterdam		EUR 110	EUR 160
Portugal	Porto			EUR 150
	Lissabon			EUR 165
Singapore	Singapore			\$\$280
Spain	Barcelona		EUR 110	EUR 190
	Madrid		EUR 150	EUR 170-250
	Valencia			EUR 160
Sweden	Malmö			EUR 180-270
Switzerland	Geneva			CHF 200-300
	Zurich		EUR 130	

US	San Antonio			USD 200-250
	San Diego			USD 250
	San Francisco			USD 337
	Chicago			USD 300
	Boston			USD 307
	Seattle			USD 250-350
United Arab Emirates	Dubai			USD 200-400

## Appendix 3 – List permitted hotels in the Mechelen area

- Hotel Elisabeth
- Hotel Novotel Mechelen Centrum
- 3 Paardekens
- Parkhotel Montreal



## Appendix 4 – Indicative Daily Expense Amounts

Reimbursed daily expense amounts within Mechelen Area (breakfast, lunch & dinner amounts are including drinks)

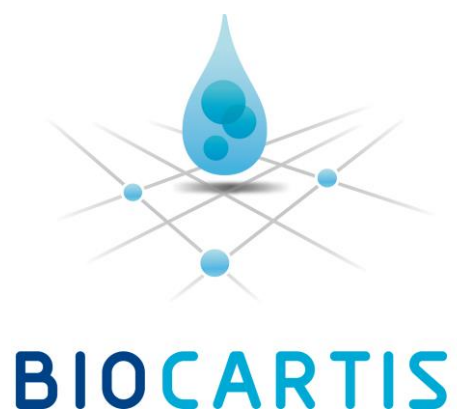
Type of meal	Daily expense amount (EUR)
Breakfast	EUR 20
Lunch	EUR 25
Dinner	EUR 30
Refreshments	EUR 0
Evening drinks	EUR 0

Reimbursed daily expense amounts ROW excluding US and Mechelen Area (breakfast, lunch & dinner amounts are including drinks)

Type of meal	Daily expense amount (EUR)
Breakfast	EUR 20
Lunch	EUR 30
Dinner	EUR 50
Refreshments	EUR 10
Evening drinks	EUR 10

Reimbursed daily expense amounts US (breakfast, lunch & dinner amounts are including drinks)

Type of meal	Daily expense amount – exclude taxes, include tips (EUR)
Breakfast	EUR 25
Lunch	EUR 30
Dinner	EUR 60
Refreshments	EUR 10
Evening drinks	EUR 15



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