

NP.50.20.100 - EN
Travel Costs and Expenses for
Suppliers

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1. Introduction

This regulation describes the procedure during the preparation, submission and invoicing of travel costs and additional expenses incurred by external suppliers (service provider). The purpose of these regulations is to determine the way business-related expenses are processed.

2. Purpose and duration of travel

A business trip involves a temporary stay by a service provider in a location specified by Daimler Truck AG and undertaken for business purposes. A business trip begins with the departure of the place of work with the passenger car/taxi, from the airport during flight and from the station with train. The return journey must be made after the purpose of the trip has been fulfilled. Any changes made to return journey dates for personal or other business-related reasons (e.g. for a meeting with another client) must not cause any additional expenditure for Daimler Truck AG. If the service provider is unable to make the planned journey, he or she must inform the client immediately. The business trip is completed when the service provider arrives back at his place of work or at the airport or at train station. Time spent traveling within Germany is included in the daily or hourly rate and must not be counted as working hours. For time spent traveling to assignments outside Germany, reimbursement will be provided at a half-daily or hourly rate.

3. Travel preparations and exceptional circumstances

Travel should be planned as far in advance as possible in order to take advantage of cheaper rates. Travel must always be purchased as economically as possible. Any border, visa or inoculation (or other healthcare) requirements are the responsibility of the traveler. To ensure speedy processing, the service provider must make travel expense claims as transparent as possible. Travel expenses are to be claimed – using the appropriate claim form – by the end of the quarter subsequent to the one in which the journey takes place. Later claims will not be admitted. Only those travel costs are reimbursed for which an appropriate proof is submitted.

3.1 Saver tariffs and special deals

Where possible, flight and train journeys within Germany and Europe are to be booked using saver tariffs and special deals. Ticket alterations are to be avoided.

3.2 Price comparison

For short-haul and medium-haul journeys, quotes must be obtained for both rail and air travel so that the most appropriate and cost-effective mode of travel can be selected. The quotes for both rail and air travel are to be submitted with the claim.

The selection of the most cost-effective mode of transport should be subject to considerations of time and appropriateness. Travel costs will be reimbursed as required, subject to consultation with and approval by the relevant department. Air travel in particular must be agreed in advance with the department placing the order. **Travel which is not approved in advance will not be reimbursed.** Disproportionate and not compellingly necessary expenses are to be avoided.

3.3 Exceptions

Any exceptions to these regulations (e.g. booking first class or business class air travel) **must be approved in writing by the relevant department before booking.** If the maximum amounts allowed are not sufficient (e.g. for hotels during conferences), the service provider must show proof that it was not feasible to make a booking in the appropriate category (e.g. by providing comparative quotes). In such cases, the full cost of the booking will be allowed, provided prior written permission has been obtained from the relevant department.

4. Travel costs and expenses

With the exception of flat-rate amounts, all costs claimed as part of travel expenses must for tax purposes be accompanied by original receipts or copies thereof. Costs for traveling within a 100km radius of the head office of the company or the designated place of work are covered by the per diem allowance.

4.1 Other travel costs

For trips over 100 kilometers, the following expenses can be claimed:

- Food and drink up to the statutory flat-rate allowances
- Accommodation costs (receipt required)
- Sundry reimbursable costs as incurred (receipts required)

Please note the following:

4.1.1 Mileage allowance

- €0.30 per kilometer (ceiling rate). When journeys are made via a carpool, only one journey will be reimbursed.

4.1.2 Air travel

- For intercontinental flights: economy class where possible. Business class may be booked with the approval of the relevant department
- For international continental flights: economy class
- Continental flights over seven hours and night flights: economy class where possible. Business class may be booked with the approval of the relevant department

- Domestic flights: economy class
- Please book online whenever possible

4.1.3 Rail travel

- As a rule, this should be standard class
- If a railcard is used to make a booking, approval may be given on a case-by-case basis to book first class

4.2 Overnight accommodation costs

The maximum allowable amount for a hotel stay (overnight only) is €100 including tax. An overnight stay including breakfast will entail a reduction in the flat-rate food and drink allowance (see 4.1).

4.2.1 Extended-stay rates

Many hotels offer extended-stay rates (e.g. for stays of over fifteen days), which should be used where available.

4.2.2 Standard rooms

As a rule, standard rooms (with shower/bath and WC) in three or four star hotels are to be booked.

4.3 Other reimbursable travel costs and expenses

These include, on presentation of receipt:

- Currency exchange charges
- Airport/security taxes
- Seat reservations
- Rental car (compact class), if necessary and appropriate
- Fuel and related costs for rental vehicles
- Road charges and tolls
- Parking charges (to be avoided if possible)
- Urban taxi rides up to 40 km if the journey is not possible, or would be too expensive, using public transport

4.4 Non-reimbursable travel costs and expenses

The following costs are non-reimbursable:

- Traffic penalties and parking fines
- Telephone, roaming charges, cell phone charges, internet charges and pay-TV
- Entertainment, mini-bar, meals, and drinks
- Expenses that exceed the applicable maximum amounts (without prior agreement)

- Clothing and dry-cleaning costs
- Travel equipment costs
- Related costs (administration, secretarial, office supplies, preparatory and follow-up work) are included in the per diem rate and are not separately reimbursable
- Any additional services (e.g. hotel sauna or massage)
- Tips and gratuities