



PRODUCT APPENDIX E: TRAVEL EXPENSES

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1. Flights

- 1.1. The client shall reimburse the costs for intra-European flights in economy class. For intercontinental flights the costs are reimbursed in business class
- 1.2. The time for flights in business class are not reimbursed by the client

2. Train

- 2.1. The client shall reimburse the cost of travel in the second class. For train journeys longer than 2 hours, the cost of travel in the first class will be reimbursed

3. Taxi & rental cars

- 3.1. Rental cars/taxis should only be used if public transportation is not available or seems impractical (e.g., if a flight still needs to be reached, avoidance of major time loss, cost savings, transport of heavy tools).
- 3.2. The client shall reimburse the costs for taxi according to actual expenditure
- 3.3. The client shall reimburse the costs for rental cars for trips less than 2h in Compact-Class and trips longer than 2h in Intermediate-, Standard-, Full-Size-Class or comparable

4. Accommodation

- 4.1. The client shall reimburse the costs for accommodation according to actual expenditure, but at least for a 4-star hotel in 30 minutes driving range around the point of work

5. Other eligible expenses

- 5.1. The client shall reimburse the costs for other eligible expenses (allowances, parking, reimbursing the employee for using private cars instead of rental cars, etc.) according to German tax law, German court decisions and actual expenditure