

Travel Policy

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1. Introduction

This Travel Policy for Cross Disciplinary Engineers Stockholm AB contains rules and guidelines for employees who make business trips paid by Cross Disciplinary Engineers Stockholm AB.

Business travels are of great importance to Cross Disciplinary Engineers Stockholm AB, as an international group. The management believes that the business trips is a crucial part for the business maintenance and development as well as for the individual employee's work and development.

Cross Disciplinary Engineers Stockholm AB distinguishes business trips made to customer and non-customer travels. This other type of travel should be limited to a minimum, and the employee should always consider whether a phone or web / video conference or any other means of communication can meet the business goal before ordering a trip.

The responsibility for travel expenses is based on the traveller and must be justifiable, reasonable and necessary. The most economical mode of travel must be chosen regarding to total cost and time.

Compensation for reasonable costs is governed by a surcharge according to the principle of extra costs, whose traveller has extra costs not covered by applicable subscriptions, may be supplemented by them in addition to what is covered by the allowance. The traveller should thereby be able to verify or otherwise verify that additional costs have been incurred with receipts (in original).

2. Responsibilities and Authorities

The President of the Company is responsible for the Company policies.

- It can be updated by the President, or by a member of the board of the company.
- Following the procedure – everyone working for the Company, as employee of hired in, shall follow the Policies defined in this document.
- Deciding what to do if necessary to deviate from the procedure – if anyone working for the Company finds himself/herself in conflict with a Policy or in a situation not covered by these Policy, they shall inform their closest manager for guidance and/or escalation to the Company's President (or a member of the Board).

2.1. Standards

We are using ISO 9001

3. Definitions

3.1. Allowance

Refers to compensation paid to traveler to cover his increased living expenses during travel. It is meant to cover only the additional costs that arise.

3.2. Special travel allowance

Refers to compensation paid on business travels to replace expenses in addition to the traveler's additional costs. Special travel allowance is taxable income. The traveler can not normally claim a tax deduction, so this compensation will be subject to the same tax as usual salary.

3.3. Mile compensation

Refers to compensation paid on travel with own car in the service and is intended to cover additional costs arising from the use of own car.

3.4. Special Mile Compensation

Refers to compensation paid on travel with own car in the service, but paid in excess of mile compensation and thus covers costs in excess of the traveler's additional cost. Special remuneration is taxable income. The traveler can not normally claim a tax deduction, so this compensation will be subject to the same tax as usual salary.

4. Travel Order and Approval of Business Travels

For all business travels, approval of the employee's immediate manager or project manager is required in good time before the trip. The employee will then explain the extent of the trip, expected results and costs. This also applies in cases where the employee is included as a passenger and where travel expenses will occur. In this case the travel has to be at least 50 km from the workplace.

- For all types of transport, one should consider the safety, total cost, time and environmental impact.
- All trips must be planned and arranged in good time to ensure the lowest possible price.
- The employee must book all the trips through qualified travel agencies by Cross Disciplinary Engineers Stockholm AB.

4.1. National Business Travels within Sweden

The travel order is approved by the closest manager.

4.2. International Business Travels outside Sweden

The travel order must be approved by closest manager and by the president.

4.3. Travel Planning through Approved Travel Agencies

Cross Disciplinary Engineers Stockholm AB have contracts with the bellow mentioned and approved travel agencies.

5. Selection of Transportation Type

Route and transport must be chosen so that the total cost is as low as possible. The additional cost of a more expensive means of transport shall be weighed against savings in both time and expenses for

the allowances, special travel allowance and / or billable time. Business trips shall be planned so that discounts and other price reductions (APEX, charter, IT, T / R tickets, etc.) can be fully utilized.

Travel to and from Arlanda or Bromma Airport shall be,

Train

- If the departure is between 10.00 and 22.00 on weekdays and between 13.00 and 22.00 on weekends, train shall be the first choice.
- If the arrival is after 07.00 and before 19.00, train shall be the first choice.
- If the travel company is 1 persons, train shall be the first choice.

Taxi

- If the departure is before 10.00 and later than 22.00.
- If arrival is before 07.00 and after 19.00.
- If there is a risk of missing the flight.
- If the travel company is 2 persons or more.

6. Travel with own car or rental car

With the managers permission, it's allowed to use own car. Rental car can be used instead of public communication when the total cost is lower, for example if the trip includes several persons or if the time gain is essential.

Authorization to use your own car shall be given by the authorized manager. Rental car can be chosen instead of public means of communication when the total cost is reduced, carpooling or if the time gain becomes significant. Permission must be given by the authorized director.

7. Compensation using own car

The travel bill must state the route and number of kilometres travelled. We also compensate for parking fees. In addition to the mentioned compensation, no special compensation is paid for car damage (including damage to parking), driver's parking, fines, luggage etc.

On a travel trip with own car, milestone payments are paid at SEK 1,850 / km, and special milestone payment of 1,3kr/km.

8. Selection of travel class

8.1. Travel by Train

In the case of a train trip, 2nd class tickets shall be booked (when traveling with a sleeping bag single sleeper couch). See separate message about SJ's travel time guarantee. Frequent travellers can register SJ-Prio cards. For questions, contact the nearest coordinator.

8.2. Travel by Boat

On a boat trip, single cabins (no luxury class cabins) shall be booked.

8.3. Travel by Flight

For flights, the cheapest travel class must be chosen.

8.4. Accommodation

For accommodation, compensation is paid with the amount specified in the hotel bill.

The traveller shall, if possible, use a company debit card. Issuing of voucher or invoice to the company shall not occur in cases where the traveller has a debit card. For cash payment, the name of the CDEng employee shall be stated in the hotel bill. Value added tax and corresponding tax abroad shall always be stated in the bill.

For overnight stays without specifying any fees, nightly allowance is paid.

8.5. Insurance

The traveler is covered by travel insurance. See separate information about rules and regulations. (Valid for business trip max. 180 days.)

Please note that the travel insurance card must be taken on travel trips.

8.6. Travel Claim

Travel Claims are done through desktop application or app. The registration of travel claim must also be accompanied by receipts, used tickets or copies of air and train tickets, electronic ticket documents and original receipt for other expenses. Pay-out carried out with the monthly salary.

8.7. Time report of departures and arrivals

Time of departure and arrival is calculated as below. In case of major delays, actual arrival time is in place of departure or departure. Arrival according to timetable.

The journey is considered commenced when leaving the workplace or residence and completed when returning to the workplace or residence.

8.8. Travel Allowance

The travel time compensation rules apply only to travel in Sweden. This is because the Officials Agreement (TA) applies only within the country.

9. Document control

How is this document updated, revised, approved, etc.

This document shall undergo annual management review by the President together with the Board of Directors.

This procedure, and all its changes, shall be communicated to all employees and hired personnel.