



## TRAVEL EXPENSES REIMBURSEMENT POLICY

**This is a short guideline to explain how ALL DIGITAL will reimburse your travel expenses related to your business trip.**

Costs may be claimed only for your travel directly related to the event attended. Reimbursement will be based on real costs. You are requested to use the cheapest possible means of travel.

The signed *Travel Expenses Claim Form* shall be submitted electronically to ALL DIGITAL after the event. Claims will be processed, and assuming no issues, approved within 5 working days of receipt of the claim. Payment will be made as soon as practically possible after approval.

**Please follow the steps below for receiving reimbursement:**

### **Step 1. Make your travel arrangements**

Please use standard travel class. Eligible costs include: airport transfer (taxi, train, bus, public transportation), airfare (standard class), train ticket (2<sup>nd</sup> class), bus ticket, visa fees, travel insurance and cancellation insurance. The use of private vehicle is also eligible and will be reimbursed at 0.15 EUR/km, but only up to the price of a rail, bus or plane ticket for the same journey.

International travel cost shall not exceed €300 (from place of departure to destination, and return). The cost of hotel shall not exceed €120 per night. Other incidental costs (meals, local travel) shall be limited to €30 per day. *In case your travel costs will likely exceed the above limits by more than 20%, before making travel arrangements, please contact our Finance Team ([finances@all-digital.org](mailto:finances@all-digital.org)) for the prior verification and approval of your expenses!*

### **Step 2. Submit your Expenses Claim**

Please use this [Travel Expenses Claim Form](#) to list and claim your travel expenses. Submitted claims should be accompanied by electronic copies of supporting financial documents (receipts, tickets, invoices), such as:

- Tickets and invoices (plane, train, bus, taxi, etc.)
- Boarding passes
- Hotel bills
- Receipts of meals and drinks
- For car journeys: declaration stating the city of departure and destination, calculation method, dates and names of travellers

Should you have any question, prior approval or individual request, please do not hesitate to contact , our Finance Team at [finances@all-digital.org](mailto:finances@all-digital.org) or +32 2 893 0201.