

STS Verification International GmbH

Travel Expense Guidelines

1. Air travel

Flights must always be booked in Economy Class at the lowest available airfare. They should therefore be planned as early as possible.

2. Use of motor vehicles

If the use of a private vehicle is required for the business trip, travel expenses are reimbursed up to the maximum amount of the tax-deductible kilometre costs.

3. Train journeys

First class is permitted for train travel.

4. Catering and accommodation costs

4.1 Catering costs

Catering costs are reimbursed on a tax-deductible basis.

4.2 Accommodation costs

As a general rule, a medium to high class (3 or 4 star) hotel may be booked for overnight stays. If possible, the room rate should be less than EUR 140 per night. If the choice of a more expensive hotel appears appropriate, this should be justified accordingly in the travel expense account. As a general rule, travel expenses are invoiced in accordance with tax principles.