

# Travel Policy

## Management in GF Inveco Group

Updated December 2024

### Guidelines for Business Travel, Mileage Reimbursement, and Representation in GF Inveco Group

These guidelines establish the rules for business travel, mileage reimbursement, and representation.

The purpose is to reimburse employees for the additional expenses incurred in connection with business travel. It should be ensured that employees, based on an overall assessment, neither profit from business travel nor incur extra costs because of it.

These rules apply to all employees in GF Inveco Group.

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#### 1. Mileage Reimbursement

For business travel, public transportation should preferably be used. When choosing a mode of transport, consideration should be given to what is most appropriate and economical for the workplace in the specific situation. Management may allow employees to use their own vehicles if, overall, it is the most appropriate and economical option for the group.

If an employee receives mileage reimbursement for using their own car, reimbursement at the higher rate can only be paid for up to 20,000 km in a financial year. Beyond that, mileage reimbursement is paid at the lower rate.

##### Calculation of business travel distance:

No reimbursement is provided for commuting between home and the workplace. If travel is from the residence to a meeting place and this distance is shorter than the distance from the regular workplace to the meeting place, reimbursement is only given for the actual (shorter) distance driven. No reimbursement is given to passengers.

As a general rule, the workplace is the start and end point for calculating kilometers driven (except for sales employees working from their home address). If this is deviated from, for example when it is more appropriate to drive from home, reimbursement cannot be provided for more kilometers than would have been driven using the workplace as the start and end point.

It should be noted that permission to use a private vehicle for business travel does not entail an obligation to make a private vehicle available.

**Rates are regulated according to government rates.**

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#### Train, Flight, Taxi, Bridge Pass, Parking, etc.

For train/flight travel, bridge passes, and similar expenses, reimbursement is given upon submission of the ticket/receipt as documentation.

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### **Transportation for Courses, Conferences, Study Trips, etc.**

The general rules above apply. However, the individual employee may deviate in specific cases upon course approval. For study trips, a program outlining the academic content must be provided. After the trip, a report on the outcome must be submitted.

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### **Transportation for International Business Travel**

For train and flight travel abroad, expenses are reimbursed upon submission of the ticket as documentation. Flights must be booked in economy class or equivalent.

If a trip is combined with vacation or similar, this must not result in additional expenses for the employer.

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## **2. Business Travel**

The provisions of the Danish Regions Business Travel Agreement 21.13.1 apply.

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## **3. Payment of Travel and Mileage Reimbursement**

Payment of travel and mileage reimbursement is made via the payroll system or bank transfer. All receipts submitted with travel and mileage reimbursement claims will be checked to ensure all previously mentioned information is included; otherwise, payment cannot be made.