**UPDATED TRAVEL POLICY**

**June 2016**

Our Business Travel spend represents a significant portion of controllable cost and therefore must be adapted to meet our cost reduction objectives.   To this end, the following Travel Policy changes are effective immediately:

**Business Class / First Class is expressly prohibited.**   Philips Lighting mandates an **Economy class only** policy applicable to all Lighting employees world-wide, and third parties traveling on Philips Lighting expense.  This mandate will be reflected within our booking tools, communicated to our travel agency partners and rolled out globally.   Requests for exceptions to this policy must be secured, in writing, directly from our President, Eric Rondolat or Lighting Leadership Team member.  No blanket exceptions will be provided.  Any exceptions secured for a higher class of travel must be booked offline via our designated agency whom will require this written confirmation at time of booking. Medical exceptions also require a written approval at time of booking.

 **14 Day Advance Booking is expressly required.**  Philips Lighting mandates that all travel be booked at least 14 days in advance to secure optimal prices.

Compliance will be tracked and policy violations investigated and reviewed.   Exceptions will also be carefully tracked and investigated as they drive up our costs and should be avoided.

 Please observe the following current policy requirements when considering travel:

 **Internal meetings;** utilize Skype for Business or other virtual meeting tools and avoid travel

1. **Book via the correct channel;** online via our booking tool (preferred) or via the travel agency
2. **Book on time;**  plan and book at least 14 days in advance of your trip
3. **Book all in one;** book flights, hotel, rental car in one reservation
4. **Seek the lowest fare offered;** use the lowest logical fare as offered by the booking tool or agency.  Consider stop over flights and alternate departure / return times.

 It is your personal responsibility to assure that you travel only when required to meet our business objectives and to travel in compliance with the policy.   Additional travel policy revisions are being considered and will be communicated with a full travel policy release in the coming period.

**For your reference, please also see the Global Travel Policy below**

