

2019 Global Travel Policy

Signify

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Target audience	All Signify employees & 3 rd parties
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Executive summary:

This document provides a framework for employees traveling for business purposes and incurring business travel and entertainment expenses on company's behalf.

The Signify global travel policy is applicable to all consolidated Signify entities employees and all non-Signify employees who incur, authorize, and/or approve travel and entertainment expenditures in the conduct of business related to Signify. Purpose is to provide employees with specific guidance for ordering and reimbursement of travel related expenses.

1. Purpose

This policy sets out the main rules related to all consolidated Signify entities world-wide employees and all non-Signify employees who incur, authorize, and/or approve travel and entertainment expenditures in the conduct of business related to Signify. More details on the policy can be found in the annexes as of page 5.

2. Responsibility

The Signify Global Travel Policy is endorsed and issued under authority of the Signify Leadership Team (LLT). Signify Procurement & Travel Governance Board may initiate changes to the respective policy annexes when appropriate and do not require formal consent from the LLT. Signify Procurement holds formal responsibility for policy maintenance, strategy, sourcing, negotiation and interaction with travel suppliers (airlines, hotels, car rental, travel management company, on-line booking tool, travel charge card providers).

Deviations from policy regulations may be considered a breach of the [Signify Integrity code](#). Policy violations may consequently result in disciplinary actions. Policy deviations do require LLT member/Line Manager approval. Travel statistics are provided to BG/MG/EF Leadership on a regular basis.

The employee is responsible for obtaining approval to travel, carrying valid travel documents as well as required vaccinations. For travel to restricted countries, approval from Signify Risk & Security department is required.

3. Travel Authorization

Pre-trip approval is required for all air travel. Pre –trip approval entails the “motivation to Travel” and optional an indication of “total trip cost”. It’s at local management discretion to apply more restrictive rules relevant for their respective markets/businesses/function.

4. Ordering Travel

All reservations for air, rail, hotel and car-rental are to be made through the designated travel provider or via the Company authorized e-booking tool in the country of origin. “Car-rental only” reservations – not packaged with other travel components may be confirmed directly with the car rental provider via their website. When ordering via the car rental provider, use the appropriate CDP (Corporate Discount Program) number.

5. Travel Rules

- All travel should be conducted at the lowest integral cost possible
- Whenever possible company preferred suppliers should be used
- Company assumes responsibility for insurance for all legitimate business travel
- Travelers are requested to submit their business expenses within 10 business days of the expense date and substantiated with original itemized receipts
- Travelers are required to book their trip minimal 14 days in advance
- Air Travel – the standard class of service is Economy class.
- Car rental should prevail over personal car usage for transportation beyond 200 KM
- Car rental – standard car category is compact size.
- Car rental - insurance is, to a certain extent, included in the Signify -negotiated rates

- Car rental - Non-US employees renting a car in the USA also need to ACCEPT Liability Insurance Supplement (LIS)
- Car rental - Employees are to refuel the car prior to returning it
- Rail - is to be conducted in standard class, unless specified differently by local policy
- Hotel - properties within a commuting distance of 3km (2mi) of the visiting address must be accepted by the traveler
- Hotel - At check-out ensure that the VAT invoice includes the correct Signify address and shows the name of the employee
- Hotel - In case of long-term stays (7 nights or more) reduced rates may apply
- Meals & entertainment - employees will be reimbursed for personal meals and required personal expenses. Reimbursement may not exceed to maximum daily allowances as outlined in Annex IV, and is subject to approval by Line Manager
- Group meals - Names and contact details of the participants must be mentioned in the expense report. Payment of such entertainment expenses should always be completed by the most senior employee in rank
- Employees must use company designated corporate Travel & Expense charge card for payment of all business travel, meals and entertainment expenses, wherever accepted
- The company reserves the right to withhold reimbursement for expenses not substantiated by sufficient proof of actual expenditures (invoice supported) and/or valid reason or amounts exceeding the maximum daily allowances. (Country specific regulations for itemized receipts may apply.) A list of maximum daily allowances is included in Annex IV.
- Non-reimbursable expenses include - Airline priority seat upgrade/boarding - Gratuities or Tips paid via Cash - Gratuities or Tips beyond 18% of total service cost - Magazines, books, newspapers, subscriptions – traffic fines - Mini-bar, for more details see Annex II
- 3rd party employees must use their own personal credit card or company account for settlement.

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ANNEX I; TRAVEL POLICY DEFINITIONS & GUIDANCE

1.1 Air Travel

1.1.1 Upgrading using frequent flyer points

When flying intra-country/domestic stretches, the use of personal frequent flyer points to upgrade to a higher class of service is only permitted when this does not jeopardize lowest logical airfare compliance.

1.1.2 Employees Traveling Together

Unless specifically approved by LLT member, no more than four key employees of the same MG/BG/EF may travel together on the same flight.

1.1.3 Restricted/Non-refundable Tickets

Signify's designated travel Management Company and e-booking tools have been instructed/configured to include offering restricted tickets to Signify employees which must be accepted. Whenever arrangements are changed / cancelled, penalties may apply. Signify's designated travel Management Company can advise whether restricted tickets can be either re-used or refunded.

1.1.4 Lowest Airfare Definition

Employees must use the contracted airlines when available and are to accept the lowest logical airfare as determined by the Signify's designated travel management company. The use of non-contracted airlines/Low Cost Carriers (LCC's) is permitted if more cost effective.

Whenever an airfare Cap has been set, the Cap indicates the maximum airfare Signify travellers are entitled to book for air travel between a specific origin and destination. Deviations require Line management approval. All booked Airfares over 2.5k euros in Economy- and 5.0K in business class will be raised to Line Management for validation prior to ticketing.

1.1.5 Time Window

Employees are obliged to accept alternative flight schedules resulting in a fare savings as described above based on maximum deviation from intended departure/arrival time, which does not exceed the city-pair Cap:

2 hours - for flight duration up to 6 hours

4 hours - for flight duration over 6 hours

1.1.6 Advance Purchase Travel

Travellers must book their travel arrangements well in advance (minimum 14 days) to secure availability and optimal access to the lowest fares. Ordering closer to departure may result in travellers being presented with less available options or consider alternative airports/day of departure/connecting flights. Exceptions to the Advance Purchase time window require Line Management approval.

1.1.7 Airline Ancillary Fees

Any additional cost for seat selection, upgrades to economy comfort, speeding boarding, in-flight entertainment, phone, will not be reimbursed by the company.

1.1.8 Alternative Flights

Employees are encouraged to consider alternative flight options as an integrated part of the Lowest Airfare Definition and adherence to the city-pair Cap. Alternative flight options are inclusive of:

- Indirect flights (max. 1 flight change) as an alternative to non-stop flights (for flights over 6 hrs. and lay-over not exceeding 3 hrs per leg.
- Alternative airports of departure & arrival
- Alternative dates of travel

1.1.9 Corporate Security

Employees travelling are expected to comply to [Signify Travel Risk standard](#).

1.2 Accommodation

1.2.1 Hotel Selection

Signify Travel Management Company & e-booking tools have been instructed/ configured to provide a standard type room at the best rate available in company preferred hotels; for any overnight stays this accommodation is to be used. However, in destinations where a hotel city cap has been established, that cap amount represents the maximum allowed daily room rate employees are entitled to book. Deviations require Line Management approval. All booked daily room rates over 350 euros will be raised to Line Management for validation prior to departure.

Where available, hotels within a commuting distance of 3km (2mi) of the visiting address must be accepted by the traveller.

Employees are required to complete their hotel reservation simultaneously with the airline reservation, at least 14 days prior to departure. Exceptions to the Advance Purchase time window require Line Management approval

Where accepted, payment for hotel accommodation cost must be settled via company corporate card.

1.2.2 Room Guarantee

Room reservations must be guaranteed with the employee's Corporate Charge Card (See Appendix 4). Employees are responsible for timely cancellation of hotel rooms. Failure to do so may result in "no-show" charges.

1.2.3 Hotel Documentation Requirements

When checking into a hotel, ensure that the VAT invoice includes the correct Signify address and shows the name of the employee. Employees must submit original hotel, meal and car rental invoices, as well as invoices regarding miscellaneous expenses, whenever possible. Along with their expense report forms, as Value Added Taxes may be "reclaimed" for certain business expenses incurred in EU member states, employees employed in the EU countries and the U.S., must submit original invoices for all business expenses including: accommodation, entertainment, fuel, meals, car rental, rail travel, conferences, trade shows and training courses, Photocopies or scanned invoices may be acceptable for VAT reclaim purposes, regulations differ per country. A duplicate invoice should be obtained from the vendor if the original has been lost.

1.2.4 Restricted Hotel rates

Signify's designated travel Management Company and the e-booking tools have been instructed/configured to include offering restricted/non-refundable hotel rates to Signify employees; whenever arrangements are changed / cancelled, penalties may apply. Employees are requested read the specific terms & conditions linked to a rate prior to booking.

1.2.5 Long stays

In case of long-term stays (7 nights or more) reduced rates may apply. Information can be obtained from the designated travel management company

1.2.6 Conferences and Meetings

In order to facilitate the planning and procuring of off-premises meetings, the [Signify Meeting Policy](#) was created to utilize approved properties, leverage volume, reduce cost, limit liability, ensure companies' compliance to governmental regulations such as the Sunshine Act and to provide employees with a high level of safety and an acceptable level of service and comfort. Employees are not to negotiate directly with the hotels for group business, events or meetings and must utilize the services of the designated meeting management company.

1.3 Car Rental

1.3.1 Car rental selection

when available, employees must use Signify designated car rental providers.

1.3.2 Car Rental Categories

Compact size cars (CCMN/CCMR/CDMN/CDMR) should be rented in all countries. Use of a higher car category requires Line Management approval. Use of a higher car category may be justifiable based on number of passengers/customers travelling, luggage etc.

Employees are obliged to carry a valid driving license. Neither Company, nor the car rental company can be held responsible or liable for any legal action, which will result from not obeying this requirement.

Employees with a company car are not allowed to rent a car or use a taxi for travel to destinations for which the company car can be used, unless there is a business justification.

Rental car insurance is, to a certain extent, included in the Signify -negotiated rates; for details check [travel community pages/car rental](#),

As a general rule Signify rates do already include Collision Damage Waiver (CDW) and Theft Protection (TP), in the USA both are combined as Loss Damage Waver (LDW). These insurances need to be ACCEPTED by the renter, but there will be no additional charge for it as they are included in the negotiated corporate rates, except at a limited number of franchisee operated Hertz stations.

Non-US employees renting a car in the USA also need to ACCEPT Liability Insurance Supplement (LIS). Signify US employees are insured for this via the national organization. All other insurances and other services offered at point of sale need to be DECLINED. For private rentals in the USA, LDW is NOT included in the rates.

1.3.3 Guidelines related to car rental

- Employees are to refuel the car prior to returning it

- Employees are responsible to check the car for damage and review the in-car-damage form
- Signify will not reimburse fines incurred during the rental (speeding, parking)
- All “car only” reservations are to be completed via the supplier website or the online booking tool where available
- All car rental reservations are to be paid by Corporate Charge Card
- Employees are required to apply for a supplier membership card

1.4 Travel Management Company (Travel Agency)

Compliance to the Signify Global Travel policy will be enforced at the time of booking by the designated Travel management company.

Whilst traveling abroad, any new/changed reservations are to be handled through the designated travel management or e-booking tool in the employee’s country of origin.

1.5 Rail

Employees should accept the lowest fare offered, which may include restricted/non-refundable fares. In some instances, consider Rail as a viable alternative to Air travel, considering related cost and transportation time. For identified routes in Europe the designated travel management company and e-booking tool are configured accordingly. Exceptions require LLT member approval.

1.6 Meals – Entertainment & Team Dinners

Such allowances are not intended as a per diem amount, or an entitlement. Original itemized receipts must be submitted for reimbursement.

Employees will be reimbursed for unavoidable business entertainment expenses. Names and contact details of the participants must be mentioned in the expense report. Payment of such entertainment expenses should always be completed by the most senior employee in rank, present at the meeting. Entertainment must be compliant to the [Signify Integrity code](#) and applicable law.

1.7 Payment & expense declaration

1.7.1 Corporate card

the designated corporate T&E charge card is to be used for all travel related expenses.

There may be instances where a merchant does not accept the corporate charge card; only in those incidents other means of payment may be used.

Only in emergency cases the corporate charge card may be used for private purposes.

The employee is personally responsible for assuring that his or her monthly charge card bill is paid in full upon receipt of the billing statement. The company does not reimburse the employee for fees as a result of late payment. Signify will reimburse expenses incurred through the declaration procedure as outlined below.

Depending on specific country / employee circumstances Country Management may decide to arrange direct settlement through the company’s bank account of the periodic charge card invoices. In these cases, the employee involved remains responsible for the correct and timely declaration of the T&E expenses and adherence to these procedures and policies. The employee is personally liable for any undeclared or unapproved expenses, anticipated or company paid, on the employees’ behalf.

1.7.2 Expense Declaration

All out of pocket travel expenses, meals and business entertainment expenses should be declared using the applicable reporting system in the employees' home country. Travelers are requested to submit their business expenses within 10 business days of the expense date and substantiated with original itemized receipts. All expense reports require Line Management approval. Line Management is to ensure that the expense declaration is justified from business perspective and that the declaration is made within the policy parameters. The accountability for the expense claim resides with the individual Signify traveler. No employee is authorized to approve their own, a peer's, or a superior's expense report.

1.8 Travel relevant

1.8.1 Loyalty Programs

Employees may participate in supplier loyalty programs provided it is legal to do so in their respective home country. However, participation in such programs may never influence the employee's buying decision, which must always comply with the policy. Tax implications, which may arise from the use of loyalty programs for personal use, are the responsibility of the employee. Signify does not reimburse fees associated with loyalty programs.

1.8.2 Fast Track Security Programs

Frequent traveling employees may participate in a country's fast track security program contingent upon obtaining Line Management approval.

1.8.3 Spouse / Companion Travel

Signify will not reimburse travel and entertainment expenses (i.e. including but not limited to, airfare, meals, agency transaction fees, etc.) incurred by a spouse or other individual(s) accompanying an employee on company business.

1.8.4 Combining Business Travel with Personal Travel

Combining business travel with personal travel Requires Line Management approval. In case of combining business travel with leisure travel all employees are obliged, to pay any additional costs incurred by the personal portion of the trip.

1.8.5 Ground transportation

Employees should always choose the most cost effective and logical mean of transportation. Public transportation is to be considered as the preferred options. When not available other means should of transportation should be considered. Please consider below parameters as guiding principles in your selection:

- Employees that are provided with a company car should also use this facility whilst travelling for company business
- Employees may use their personal car for business purposes only when more time efficient versus public transportation. From cost efficiency perspective, personal car should be used for transportation to a max. daily driving distance of 200 KM. Frequent use of personal vehicles for business is not encouraged. Employees may not use their personal car solely on the grounds of personal convenience.
- Car rental should prevail over personal car usage for transportation beyond 200 KM.

- Train should always be considered as a viable alternative for air travel for destinations below 4 hours one-way travel time.
- Taxi services are allowed only when:
 - Per-person cost are in line with alternative forms of ground transportation
 - Representation purposes
 - No alternative means to commute

1.8.6 Reimbursement for Personal Car Usage

Employees will be reimbursed for business usage of personal cars at Signify approved allowances as determined in the respective countries.

1.8.7 Ground Transportation to and From Airports

Whenever possible, employees traveling to the same location should share ground transportation. Long-term parking facilities are mandatory to be used for business trips over 2 days. (replacing terminal parking)

1.8.8 3rd party Travel

3rd party employees travelling within the scope of their assignment on behalf of Signify are expected to adhere to the Signify Travel Policy parameters. To facilitate ordering travel and having access to Signify discounts, there is the option to create a user profile for 3rd party employees. In doing so 3rd party employees are enabled to make use of the E-booking tool or travel Management Company. 3rd party employees must use their own personal credit card or company account for settlement. Related travel costs are to be invoiced to Signify per the agreed settlement process.

1.8.9 Personal time compensation

Signify appreciates employee's adherence and compliance to travel policy parameters. It's at Line Management discretion to compensate employees that make an extra effort to travel compliant and voluntarily opt to travel during week-ends (e.g. departure or arrival on Saturday & Sunday) on "time for time" basis.

1.8.10 Health & Visa

For information or assistance in obtaining visas, employees should contact the Company's designated travel management company and/or check the country pages on the Travel community pages for visa information. An overview of Signify travel Management Company, reference is made to Annex III.

To ensure the health and well-being of our employees during their stay abroad, Signify has partnered up with Healix International for related services;

for details and assistance:

- Call the Signify Assistance helpline any time 24/7/365: +44 208 608 4101 Use Membership code: PHL17368
- Register Travel Oracle via Web Address: <https://traveloracle.healix.com/philipslighting>:
- 1) Complete Registration Form to create an account 2) Enter Policy Number: PHL17368
- Download the [Travel Oracle App](#) on your smartphone: Use Membership code: PHL17368

For More Information, visit the [Corporate Security](#) Community.

1.8.11 Insurance

Company assumes responsibility for insurance for all legitimate business travel. Signify will not reimburse expenses for additional travel and medical insurance coverage.

1.8.12 Policy deployment

BG/MG/EF Leadership holds responsibility for policy deployment & compliance within their respective organization(s). Internal Audit is accountable for performing compliance audits. Country Management is responsible for issuance/communicating of Country specific operational regulations & guidelines in adherence to the Signify Global Travel Policy. Country specific operational rules are to be defined in adherence to local tax-, labor-, hr. -, customs law, as well as country specific processes/local system requirements.

ANNEX II; REIMBURSABLE EXPENSES

1.1 Entertaining Customers / Suppliers

Entertainment includes activities generally considered as amusement, diversion, or recreation. Signify will reimburse actual and unavoidable business necessary cost for entertaining customers or provided, however any entertainment must comply with the [Signify Integrity code](#) and applicable law. Entertaining customers or suppliers is deemed to be beneficial to company whether or not such expenses are incurred during travel. Payment for entertainment of government employees, health care providers (including hospital employees) is prohibited.

In addition, for business meals and entertainment expenses, the following documentation is required and must be recorded on the expense report: Names of individuals present, their titles and company name - Name and location of where the meal or event took place - Exact amount and date of the expense - Business reason

If for business purposes, a customer gift is appropriate, employees must comply with the [Signify Integrity code](#). Gifts to local, state or national government employees are generally prohibited unless specifically approved by the Signify Compliance Officer.

1.2 Daily Maximum Allowance

Other accommodation and entertainment expenses, including lunch, dinner (including a Reasonable tip) and refreshments may not exceed the amounts as stated in Annex IV. Signify applies the capped reimbursement policy in adherence to local legislation and law.

1.3 Cash Advances

Signify does not provide employees who are in the possession of a corporate charge card with cash advances. Cash advances can be collected from Automatic Teller Machines (ATM), for which the corporate charge card can be used. ATM fees are reimbursable.

1.4 Unused Cash

Unused cash cannot be returned to company. Company will reimburse foreign currency commission charges and exchange rate losses incurred returning foreign currency cash during a business trip if properly documented and accompanied by official receipts.

1.5 Listing of Non-Reimbursable Expenses

Below are a few examples of miscellaneous expenses, which travelers will NOT be reimbursed:

Airline club memberships

Airline priority seat upgrade/boarding

Annual fees for personal charge or credit cards

Baby-sitting/Day Care

Barbers and hairdressers

Car rental upgrades

Car washes

Clothing

Corporate charge/credit card delinquency fees/finance charges

Expenses related to vacation or personal days while on a business trip

Golf fees (when not part of customer entertainment)

Gratuities or Tips beyond 18% of total service cost (must always be included in the receipt).

Gratuities or Tips paid via Cash (of any value) are not allowed.

A health club facility, saunas, massages

Helicopter services for airport transfers

Laundry services

Loss/theft of cash advance money or company-paid airline tickets

Loss/theft of personal funds or property

Lost baggage (employees should seek compensation from respective travel provider/charge card provider)

Luggage and briefcases

Magazines, books, newspapers, subscriptions

Medical bills incurred during domestic travel

Mini-bar (any)

Movies (including in-flight and hotel in-house movies)

Non-compulsory insurance coverage (annual fee)

“No show” charges for hotel or car service

Optional travel or baggage insurance

Traffic fines

Personal accident insurance

Personal entertainment, including sports events

Personal property insurance

Personal telephone calls exceeding daily limit

Pet care

Spouse/companion/family travel expenses (unless approved by LLT member)

ANNEX III; PREFERRED VENDOR LISTING

(N.B. this list only encompasses travel providers with whom Signify has concluded Umbrella Agreements)

Travel Management Company:	BCD travel services
Charge card:	American Express Airplus (China)
Travel- air:	SkyTeam Alliance - KLM, Air France, Alitalia, TSA Czech Airlines, Delta Airlines Inc. (Delta Connection Carriers and Delta Express), Korean Air, Aero Mexico, Alaska Airlines Alaska Airlines Aeroflot Air Berlin Cathay Pacific Airways Air Canada Air New Zealand Finnair Jet Airways LOT Polish Airlines Singapore Airlines Southwest Airlines China Eastern airlines China Southern Airlines Air China Emirates Qantas Jet Blue United Airlines Porter Airlines

Signify adheres to safety and acceptable service standards as issued by governing airline authorities like IATA and local government entities.

Meetings & Events	BCD meetings & events
Hospitality	Accor group Intercontinental NH Best Western

	Hilton
	HRS (sourcing)
Car rental	Hertz
Taxi Services	Taxi electric
	Van Gerwen VOF

Specific information on the Signify designated travel provider at country level can be found on the [Travel community pages](#)

ANNEX IV; DAILY MAXIMUM ALLOWANCES**Daily maximum allowances**

Daily Travel expenses related to lunch, dinner, and refreshments may not exceed the amounts as stated in the table below:

Country	Currency code	One-day Trips	Trips < 14 days
Argentina	USD		74
Australia	AUD		75
Austria	EUR	32	51
Bangladesh	BDT		2.600
Belgium, leaving before lunchtime and - arriving home before 19.30 hrs	EUR	16	
- arriving home after 19.30 hrs	EUR	40	
Belgium, leaving after lunchtime and - arriving home after 19.30 hrs	EUR	24	
Belgium	EUR		48
Brazil	USD		63
Bulgaria	USD		42
Canada	CAD		67
Chile	USD		60
China	CNY		600
Colombia	USD		49
Costa Rica	USD		47
Croatia	EUR		50
Czech Republic	EUR		40
Denmark	DKK	400	600
Dutch Antilles and Aruba	ANG		110
Ecuador	USD		60
Egypt	EGP		220
El Salvador	USD		39
Estonia	USD		45
Finland	EUR		55
France	EUR		60
Germany, leaving before lunchtime and - arriving home before 19.30 hrs	EUR	14	
- arriving home after 19.30 hrs	EUR	34	
Germany, leaving after lunchtime and - arriving home after 19.30 hrs	EUR	21	
Germany	EUR		49
Great Britain	GBP	28	41
Greece	EUR		45
Guatemala	USD		39
Honduras	USD		42
Hong Kong	HKD		600
Hungary	EUR		46
India	INR		2.000
Indonesia	USD		50

Ireland	EUR	32	51
Israel	USD		50
Italy	EUR	30	49
Japan	JPY		12.000
Kenia	USD	50	
Latvia	USD		50
Lithuania	USD		45
Luxembourg, leaving before lunchtime and - arriving home before 19.30 hrs	EUR	16	
- arriving home after 19.30 hrs	EUR	40	
Luxembourg, leaving after lunchtime and - arriving home after 19.30 hrs	EUR	24	
Luxembourg	EUR		48
Malaysia	MYR		210
Mexico	USD		43
Morocco	MAD		550
Netherlands, leaving before lunchtime and - arriving home before 19.30 hrs	EUR	11 *	
- arriving home after 19.30 hrs	EUR	38 *	
Netherlands, leaving after lunchtime and - arriving home after 19.30 hrs	EUR	27 *	
Netherlands	EUR		43 *
New Zealand	NZD		90
Nigeria	USD		60
Norway	NOK		550
Pakistan	PKR		2.000
Panama	USD		47
Paraguay	USD		39
Peru	USD		57
Philippines	USD		60
Poland	EUR		50
Portugal	EUR		60
Romania	USD		42
Russia **	USD		80
Saudi Arabia	SAR		225
Serbia and Montenegro	EUR		40
Singapore	SGD		130
Slovakia	EUR		35
Slovenia	EUR		41
South Africa	ZAR		250
South Korea	KRW		110.000
Spain	EUR		45
Sweden	SEK		550
Switzerland	CHF	72	105
Taiwan	TWD		2.200
Thailand	THB		1.800
Turkey	USD		48
Ukraine	USD		80
United Arab Emirates	AED		230
United States of America	USD		65

Uruguay	USD		53
Venezuela	USD		56
Vietnam	USD		38
Zimbabwe	ZWD		450

* The maximum allowances for accommodation costs in the Netherlands for employees who are carrying out contract and/or project-based work are different from the amounts stated in this list.

** Also valid for: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kirgizstan, Moldavia, Uzbekistan, Tadjikistan and Turkmenistan. If the period of stay in one location exceeds 14 days, the maximum allowance, for the entire period, is 80 % of the amount stated in this list, or as agreed with the Travel Management Services.

Annex V; Document control

Internal Control

The policy section of this document is governed by the Travel Governance Board as a delegated representation of the LLT; membership as outlined below;

Travel Governance Board		
Function	Lead	Delegate
HRM	mark.van.bijsterveld@signify.com	dennis.paalman@signify.com
Finance	stephane.rougeot@signify.com	alfons.van.den.heuvel@signify.com
Procurement	luc.brouns@signify.com	peter.sijbers@signify.com
Risk & Security	gal.messinger@signify.com	kfir.atias@signify.com
Communication	peggy.curley@signify.com	elise.peursum@signify.com

The policy annexes and it's related content is governed by the Travel Reference Board, a selected group of people/functions who operationally have direct involvement in the execution of the travel policy and management of the travel program. The content of the policy annexes can be adjusted when appropriate and does not require LLT/Travel Governance board approval.

Version control

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