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1. Purpose & scope

This policy contains the overarching principles for business travel and related expenses taken on behalf of Signify but does not cover every possible scenario. Good judgment should be used based on the principles in this Policy.

1. This policy is applicable to all Signify employees and non-employees who incur, authorize and/ or approve travel and related expenses in the conduct of business related to Signify and paid for by Signify.
2. This is the only document that governs the policy for Travel & Expense at Signify globally, meaning that separate local policy documents are not allowed. In case a local deviation is needed for a particular country this requirement needs to be discussed with the owner of this policy and will, in case of agreement, be added to this policy as an appendix.
3. Any employee found to have submitted a false expense report, to have misused the corporate card, or who has failed to follow this Policy may be subject to disciplinary action, up to and including termination of employment.
4. Managers are responsible for reviewing the expenses and checking for valid receipts before approving. Approval of incomplete receipts or out of policy expenses will be subject to disciplinary action.
5. More information on Signify Travel & Expense Program can be found on Signify Travel and Expense - Home (lighting.com).

2. General principles

1. All travel should be conducted at the lowest logical cost.
2. When making a travel booking, the employee and approving manager should always ensure costs are within budget and in accordance with policy. Managers are expected to review all expenses submitted in the expense tool by the employee and ensure their validity prior to approval. Overspending or irresponsible spending may be subject to disciplinary actions.
3. All travel should be conducted minimizing the environmental impact.
4. Where possible, employees should book their travel from the country in which they work
5. The use of virtual meetings (MS teams) should be considered as the first option.
6. The designated company credit card is to be used for all travel-related expenses. There may be instances where a merchant does not accept the corporate credit card; only in those instances may other means of payment be used.
7. Expenses of a private nature will not be approved, nor will expenses that unnecessarily exceed reasonable levels.
8. A business trip can be combined with a personal trip if it does not incur additional costs or if the employee pays the additional costs.
9. Using hotel and airline loyalty programs is allowed but must not impact selecting the lowest logical air fare / hotel rate.

3. Pre-travel authorization & booking procedure

All travel needs to be justified by business purpose, approved by the employee's line manager, and in line with the following rules:

1. Employees should plan and book trips at least 14 days in advance for domestic travel and at least 21 days in advance for international travel.
2. Business trips, including airline, hotels, car rentals and, where possible, rail must be booked through Signify's preferred travel agency.
3. All routine bookings must be made via the online booking tool where available. Employees should only use the offline team for complex itineraries or in case of an emergency.
4. If a trip needs to be rescheduled or cancelled, the employee is responsible for cancelling the airline ticket and any other arrangements made such as hotel or car rental. This can be done in the online booking tool or by contacting the travel agency directly.
5. Employees are responsible for checking any visa requirements for their destination and arranging for the required visa via the designated visa processing agency.

4. Travel security

It is the responsibility of the traveler to adhere to Signify's safety and security rules prior, during and after business travel. Travelers are required to visit the Corporate Security Community and information in this wiki [Corporate Security - Maximize Travel Security \(lighting.com\)](#)

Main responsibilities are but not limited to;

- Read and comply at all times with the travel security SOP
- Download GardaWorld and Crisis Messenger GPS Apps onto your smartphone from the Apple App store or Google Play store and access the app as per instructions in above wiki

For any concern, question, or incident the traveler may encounter, the Regional Security Manager must be contacted.

5. Air travel

1. All air travel with a total flying time of less than six hours must be booked in Economy/Coach class.
2. Signify employees may book premium economy or business class tickets, subject to budget approval, provided that the total number of flying hours, excluding time spent at the airport for stopovers or connections, exceeds six hours.
3. Employees should always select the lowest logical airfare for their journey. Restricted (non-refundable) airfares should be selected when they are the lowest available fare at the time of booking. Refundable fares are generally more expensive and should only be booked when non-refundable fares are not available.
4. Employees should use any CO2 emissions calculator available in online booking tools as a reference when booking flights and selecting flights generating lower emissions.
5. Loyalty programs offered by airlines, hotels or rental car companies are allowed. Employees can use the benefits for personal use. Loyalty programs should never influence the choice of an airline, hotel and/or rental car company.

6. 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.
7. Unless specifically approved by a Signify LT member, no more than four key employees of the same Management Team may travel together on the same flight.

6. Ground transportation

- Use of public buses, rental cars/ ride hailing services (Uber, Lyft, Bolt etc.) are allowed where safe, convenient, and cost efficient.
- Employees traveling together to the same location should share ground transportation.
- It is mandatory to use long-term parking facilities instead of more expensive terminal parking for business trips of over two days.

6.1 Train

- Signify encourages travelers to consider traveling by train. As a general guideline, train travel should always be considered as an alternative for air travel for destinations below four hours' one-way travel time by train.
- Travel by train can be booked directly on the train website.
- For travel by train, business or first-class tickets may be booked.

6.2 Own vehicle

Employees may use their personal car for business purposes only in cases where:

- It is more time efficient than taking public transportation.
- For frequent trips (more than once a month) the total trip taken in one day is less than 200 kilometers one way.
- It is less expensive than renting a car, taking a taxi or alternative transportation.
- Reimbursement for business mileage will follow applicable country specific reimbursement rates.
- Commuting to/from a regular workplace is not reimbursable as a business expense.
- Employees reporting mileage are not eligible to report fuel/EV charges expense for reimbursement.

Frequent use of personal vehicles for business is not encouraged. Employees may not use their personal car solely for personal convenience.

Motorcycles are not allowed to be used as personal vehicles for business trips.

6.3 Car rental

6.3.1 Car rental selection

When available, employees must use Signify-designated car rental providers. Signify's globally preferred vendor is Hertz. Employees must consider the below guidelines when selecting a rental car:

- Compact size cars (CCMN/CCMR/CDMN/CDMR) should be rented in all countries. Use of a higher car category requires approval from the employee's line manager. Use of a higher car category may be justifiable based on the number of passengers/customers travelling, luggage etc.
- All "car only" reservations should be made via the online booking tool where available.
- Employees with a company car or who receive a monthly car cash allowance 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.
- The standard selection for car rental is an electric or hybrid type of vehicle in countries with availability and infrastructure.

6.3.2 Car rental usage

- Rental cars shall be returned with a full tank of fuel to avoid refueling charges or fully charged if EV.
- Employees are responsible for checking the car for damage and reviewing the in-car-damage form.
- Signify will not reimburse fines incurred during the rental (speeding, parking).
- Specialty items such as car rental cell phones, satellite radio, ski or bicycle racks, personal effects insurance etc., will not be reimbursed.
- Car rental bills should be made out in the appropriate of Signify Legal Entity and address for tax purposes.

6.3.3 Insurance

Generally, Signify rates already include Collision Damage Waiver (CDW) and Theft Protection (TP). In the USA, both are combined as Loss Damage Waiver (LDW). These insurances need to be accepted by the renter, but there will be no additional charge as they are included in the 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 insurance and other services offered at the point of sale need to be DECLINED. For private rentals in the USA, LDW is NOT included in the rates.

7. Hotel accommodation

1. All hotels must be booked via the online booking tool or by contacting the designated travel agency.
2. Employees should always choose the lowest priced hotel from the company's preferred hotel list at or near the travel destination. If no preferred hotel is available or practical, hotels of a similar quality and price class must be used.
3. Hotel rates that require non-refundable advance deposits and/or prepayment should be avoided unless the trip happens within the next 48 hours.
4. Hotel bills should be made out in the name of the respective Signify Legal Entity and address for tax purposes.
5. When a stay exceeds six days, it is recommended to use an apartment facility or Signify - contracted guest house where available.

6. Booking a hotel alternative, e.g., serviced apartments, is allowed if booked via official channels. For security reasons, booking on external platforms, such as Airbnb or similar, is forbidden. Expenses from Airbnb or similar platforms will not be reimbursed.

8. Corporate credit card & reimbursement of expenses

1. Signify offers a corporate credit card program for employees who need to travel for business purposes. As far as possible, travel expenses should be paid via the corporate credit card and submitted for reimbursement.
2. An overdue balance over 60 days will lead to immediate cancellation of the company credit card with no possibility of applying for a new credit card.
3. Personal expenses on corporate cards are not allowed.
4. Expense report should be submitted within ten business days after business travel ends, for non-travel related expenses within ten business days of the transaction date.
5. All expenses should be approved by line manager within five business days.
6. No employee is authorized to approve their own expenses. If managers are receiving an expense that they were part of to approve, they should use the "Approve & Forward" functionality in Concur for next level approval.
7. Cash transactions will not be reimbursed after 90 days from the transaction date.
8. Employees shall pay all expenses directly when incurred. Unpaid invoices for expenses shall not be forwarded to Signify for payment unless specifically authorized in advance.
9. Expenses should be reconciled, and original tax receipts uploaded by the employee in the expense tool (if applicable) promptly and accurately.
10. All corporate card transactions in Concur must be reconciled. Any personal expense on the corporate card should be marked as "Personal – do not reimburse" and submitted for approval.
11. Detailed receipts with breakdown should be uploaded to support each expense item. Card payment receipts will not be accepted as a valid receipt.
12. If a receipt is lost, confirmation of business-related transaction needs to be provided by the employee in the form of card statement and the expense should be marked as "missing receipt" in Concur.
13. For group meals, the complete list of attendees must be added to the expense claim.
14. Internal meals and drinks outside business trips are only reimbursable for occasional team gatherings. Spontaneous team lunches /after work dinner and drinks should be paid with employees' personal funds.
15. Expenditures on meals and drinks categories cannot exceed certain thresholds. List of the countries and their thresholds is mentioned in Appendix II.
16. If per diem meal allowance is paid to employees based on local regulations, no individual meal cost will be reimbursable through the expense reporting process for the business trip.
17. No allowances or individual meal may be claimed on expense reports when a full meal is provided to the employee at no charge
18. All client-related expenses and entertainment must be compliant to the [Signify Integrity code](#) and applicable law
19. Gifts and hospitality must comply with [Anti-corruption & anti-money laundering policy](#) Signify has set monetary limits for gifts and hospitality mentioned in the policy. Above those thresholds, you must submit pre-approval request in [Integrity Disclosure & Approval Tool](#).
20. List of reimbursable and non-reimbursable expenses are mentioned in Appendix I

APPENDIX I – REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

Reimbursable expenses	Non-reimbursable expenses
Regular baggage fees	Late payment fees for credit card payments
Travel booking fees	Laundry costs for trips shorter than 5 days
Wireless internet access only when there is an extremely time-sensitive need to conduct business-related work	Upgrades charges, e.g., car hire, air travel (priority boarding, lounges), seat upgrade (unless premium economy or business class is not available for flights above 6 hours) or hotel room
Alcohol can be claimed only following below rules: <ul style="list-style-type: none"> - 2-3 drinks per person - alcohol should be part of group meal, not as a separate alcohol only expense - not of regular/ too frequent occurrence - not including high volume of pure spirits (whiskey, vodka, shots etc.) 	Personal forms of entertainment, such as movies in hotels, magazines, subscriptions, inappropriate venues such as gentlemen's clubs, brothels, or other similar establishments
Travel related documents - visa, immigration services, passport (only for business travel purposes)	Fines for parking or traffic violations
Cancellation charges resulting from emergencies or changes in business requirements could be reimbursed based on manager's approval	Cancellation fees resulting from poor management of the trip by employee
Foreign currency conversion cost for exceptional personal card or cash expenses	Mini bar, unless for use of water in locations with known poor quality of tap water
Medical (necessary vaccinations and tests if not covered by employee's medical insurance)	Gratuities or tips paid via cash OR beyond 18% of total service costs
Gifts and awards only with approval based on thresholds and followed by Anti-corruption & anti-money laundering policy	Expenses related to vacation or personal days while on a business trip and spouse/companion/family travel expenses
Fees for rush card delivery for emergency purposes	Charity donations
Office expenses such as occasional flower delivery, occasional catering for office meetings	Membership of health and wellness clubs outside of local rewards policy (sports, recreation, golf courses, sauna, massages etc.)

Congestion charges, extra charges for driving in Ultra Low Emission Zone, etc	Expenses related to celebration of personal events (e.g., birthday)
Individual professional membership, subject to line manager & budget approval	Personal care - baby-sitting, barbers, hairdressers, pet care etc.
	IT Software, equipment and accessories (should be purchased via IT)
	Expenses like spare parts, maintenance, office renovations & other office expenses
	Car equipment and maintenance (satellite navigation systems, EV home chargers, car wash, screen wash, oil etc.)

APPENDIX II – MEALS AND DRINKS THRESHOLDS

NOTE:

- Country means the location where the meal takes place, not the origin country of the employee who incurs the expense
- It does not apply to employees from the countries which have separate local regulations related to daily/travel allowances/fixed meals
- The thresholds only provide a guideline on **maximum permissible expense limit**. Employees should always use good judgement and spend reasonably, i.e. the cost of breakfast / lunch should be much lower
- For domestic day trips, local country guidelines will apply

Country	Threshold for meals and drinks (per 1 person per meal)	Country	Threshold for meals and drinks (per 1 person per meal)
Algeria	30 EUR	Malaysia	200 MYR
Argentina	10,000 ARS	Mexico	1,000 MXN
Australia	100 AUD	Morocco	325 MAD
Austria	70 EUR	Netherlands	70 EUR
Bangladesh	3,500 BDT	New Zealand	100 NZD
Belgium	70 EUR	Norway	800 NOK
Brazil	150 BRL	Pakistan	10,000 PKR
Bulgaria	55 BGN	Panama	50 PAB or 50 USD
Canada	80 CAD	Paraguay	350,000 PYG
Chile	40,000 CLP	Peru	200 PEN
China	400 CNY	Philippines	3000 PHP
Colombia	250,000 COP	Poland	220 PLN
Croatia	50 EUR	Portugal	70 EUR
Czech	1,200 CZK	Romania	150 RON
Denmark	520 DKK	Russia	5,000 RUB
Egypt	1,000 EGP	Saudi Arabia	250 SAR
El Salvador	50 USD	Serbia	3500 RSD
Finland	70 EUR	Singapore	100 SGD
France	70 EUR	Slovakia	50 EUR
Germany	70 EUR	Slovenia	50 EUR
Ghana	350 GHS	South Africa	600 ZAR
Greece	50 EUR	Spain	70 EUR
Hong Kong	600 HKD	Sri Lanka	10,000 LKR
Hungary	15,000 HUF	Sweden	800 SEK
India (international employees)	2,500 INR	Switzerland	70 CHF

India (domestic only employees)	800 INR	Taiwan	2,200 TWD
Indonesia	1,100,000 IDR	Thailand	1,800 THB
Ireland	70 EUR	Turkey	1,000 TRY
Israel	200 ILS	UAE	250 AED
Italy	70 EUR	UK	50 GBP
Japan	10,000 JPY	Ukraine	1,500 UAH
Korea	70,000 KRW	Uruguay	2,000 UYU
Latvia	50 EUR	USA	75 USD
Luxembourg	70 EUR	Vietnam	750,000 VND

APPENDIX III – ANNEXURE FOR INDIA

This annexure is applicable to employees of Signify Innovations India Ltd., Signify Innovations Labs, Cooper Lighting Solutions India based in India. It outlines specific guidelines and limits for meals, beverages, and hotel accommodations while on business travel within the country.

1. Hotel Accommodation

Maximum hotel rate per night to be included, differentiated by 3 City Tiers within India:

Cities	Limit
Tier 1	INR 6,500 Per Night
Tier 2	INR 4,500 Per Night
Tier 3	INR 3,500 Per Night

For India:

Tier 1: Delhi/NCR, Mumbai/Thane/Navi Mumbai, Bangalore

Tier 2: Hyderabad, Kolkata, Chennai, Pune, Ahmedabad

Tier 3: All other Cities

For Frontier Markets:

Tier 2: Dhaka, Columbo, Chittagong

Tier 3: All other cities

*Currency conversion to apply

In all locations where a Company tie up with a Guest house is available, the employee will have to use the Guest house. Only in case of non-availability can a hotel be booked with prior manager approval.

List of Guest Houses are available with local facilities team.

2. Fuel cost Reimbursement

If any employee travels by his/her personal car for official travel within the base city, the travel will be restricted to 100 kms per day.

Two-wheeler travel is discouraged for safety purposes unless the travel is to an area where four-wheeler usage is unsuitable.

Reimbursement of the travel will be as per the following:

Four- Wheeler @ INR 11.00/- per km.

Two-Wheeler @INR 6.00/- per km.

For Frontier Markets:

Srilanka:

Four-wheeler @ LKR 42/- per km

Two- wheeler @ LKR 23/- per km

Bangladesh:

Four-wheeler @ BDT 11/- per km

Two- wheeler @ BDT 6/- per km

3. Outstation Travel

Public transport has to be used for all outstation travel. In the eventuality of non-availability of public transport, please seek the manager's approval for an alternate mode of transport.

4. Meals and Beverages

Employees are required to submit itemized receipts for meals and beverages to claim reimbursements. Any expenses exceeding the specified limits will not be reimbursed unless prior approval has been obtained from the appropriate authority.

5. Alcoholic Beverages

LMT pre-approval is mandatory for Team Dinner with Drinks.

Post pre-approval clauses as per main policy are applicable:

- 2-3 drinks per person
- Alcohol should be part of group meal, not as a separate alcohol only expense.
- Not of regular/too frequent occurrence
- Not including high volume of pure spirits (whiskey, vodka, shots etc.)

Please note that this annexure should be read in conjunction with the main Global Travel policy of Signify. For any provisions not covered in this annexure, the guidelines outlined in the global travel policy will apply.

APPENDIX IV – ANNEXURE FOR CHINA

This annexure is applicable to employees of Signify related entities in China. It outlines specific guidelines and limits for hotel accommodation, meals & drinks, personal car usage and entertainment while on business travel within the country.

1. Hotel Accommodation

Max. hotel rate per night to be applied to by 2 City Tiers within China

Cities	Cap
Tier 1	RMB800 Per Night
Tier 2	RMB600 Per Night

Tier 1: Beijing / Shanghai / Shenzhen / Guangzhou

Tier 2: All other Cities

*All exceptional should be pre-approved by Dept. Head

2. Meals and Drinks

RMB 200 a day for meals and drinks with following restriction:

- Double benefits are not allowed (for example, the traveler is not allowed to claim those meals already included in hotel rates or provided by training course/seminar/business occasion, and the deduction principle will be RMB35 for breakfast, RMB 75 and RMB90 for lunch and dinner respectively)
- A Lump sum invoice for multiple-day meals and drinks spending is not allowed; the receipt with order list and invoice for each meal must be provided.

All expenses of CNY 500 or above to be reimbursed must be supported by payment voucher (including bank card/credit card / wechat pay/ Alipay etc).

3. Domestic 'in-city' transport expenses

Transportation cost in the destination city within China can be reimbursed by actual spending per business needs with valid supporting documentation and remark clear information including Date/ Form where-to-where (specific address)/ Transportation method/ Purpose (e.g. visiting client, marketing research)/ Customer/ Supplier Name/ Amount. If you have a lot of transportation cost to be claimed or claim own car mileage, please use attached "Business Need In-city Form".

4. Own Vehicle

Toll fee and parking fee will be reimbursed on actual basis with original toll / parking invoice and along with mileage reimbursement respectively.

Mileage Reimbursement

The amount of mileage reimbursement is calculated based on the kilometer rate and the actual kilometers consumed by relevant business trip. The kilometer rate is RMB 1.5, and the formula of calculation is as follows:

Mileage reimbursement = kilometer rate x actual kilometers used for business trip

The mileage reimbursement is claimed with the approved Mileage reimbursement requisition form with screen shot of navigation app. The Company will not reimburse fuel cost in addition to mileage claim. Employees using a personal car for business trip must have written approval from line managers for documentation and business control. Employees should ensure safe driving and take all responsibility for any accident that occurs when using a personal car. The employee must also ensure that there is proper insurance coverage for the car and third-party liability. Signify will not separately reimburse the employee for such insurance coverage, nor will Signify be held liable for any third-party liability claims arising from accident by using personal car.

5. Entertainment

Signify will reimburse actual and unavoidable business necessary cost for entertaining customers or suppliers provided, however any entertainment must comply with the authorization matrix & Signify Integrity Code and applicable law.

Entertainment plans must be pre-approved.

Details of event/ purpose/ reason, names of customers/ participants and restaurant etc. Unclear details like “potential customer” are not acceptable for this purpose. Insufficient details are treated as unjustifiable expenses, which are not reimbursable even though signed off by the line manager.

Intentional misclassification of personal meals as entertainment will result in disciplinary actions against the traveler. Employees are reminded that they must always comply with the latest Integrity Code and its directives. In the event of any conflicts between this guideline and INTEGRITY CODE, INTEGRITY CODE should prevail.