



Signify Travel Policy

Human Resources

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1 Introduction

The global travel policy provides a framework for employees traveling for business purposes and incurring business travel and entertainment expenses on company's behalf.

1.1 Purpose

The purpose of the travel policy is to provide employees with specific guidance on ordering and reimbursement of company on the company's behalf

1.2 Scope & Target Audience

The Signify global travel policy is applicable to all consolidated Signify entities employees as well as non Signify employees who incur, authorize, and/or approve travel and entertainment expenditures in the conduct of business related to Signify.

1.3 Governance & Document Change Management

This travel policy is owned by the Chief Human Resources Officer (CHRO) and issued by the Travel Manager within Signify. Input, comments and change requests can be provided via the Travel Manager and are subject to review by the Travel Governance Board which contains representatives of IT, Finance, Corporate Security, HR, Procurement and Sustainability.

2 General Travel Guidelines

To ensure compliance and control cost Signify travelers must follow the approval and booking process as outlined in this policy. Additionally, travelers are expected to adhere to below general rules:

- All travel should be conducted at the lowest integral cost possible
- Company preferred suppliers should be used whenever possible
- Use of virtual methods (MS Teams) is the new standard mode of interacting with Suppliers and Team members. This is mandatory for all internal meetings and preferred for client and supplier visits
- Where possible employees are expected to club successive travels, limit the total number of trip days as well as the number of people travelling for the same trip.

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

2.1 Approvals

- Travelers are expected to raise their Travel Request 21 days in advance and to book their trip at least 14 days in advance. Advance booking is applicable for all modes and type of travel.
- For Inter-Continental Air Travel the Travel Request is to be raised at least 28 days in advance and the trip at least 21 days in advance. Client paid trips may be exempt from this condition per local management discretion.
- Business trips need to be pre-approved by line management and additional approvals per travel communication. Local management, at its discretion, may apply more restrictive rules relevant for their respective markets/divisions/functions.
- Pre –trip approval must clearly state the purpose of the trip and an indication of total trip cost or budget required. Total trip cost must consider end to end travel expenses including but not limited to – Airfare, Accommodation, local transfers, meals and drinks, entertainment and other out of pocket expenses while requesting trip approval.
- For travel to restricted countries, approval from the Signify Risk & Security department is required.

2.2 Ordering Travel

All reservations for air, rail, hotel and car-rental are to be made through the Company authorized e-booking tool in the country of origin or the designated travel provider. By booking through the Signify designated travel agency and/or the Signify online booking tool you will have access to travel content designed to support your travel needs. To drive compliance the preferred booking procedure is the online booking tool.

2.3 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](#). Main responsibilities are but not limited to:

- Read and comply at any time with the [travel security SOP](#)

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- It is mandatory to download the [Healix Travel Oracle App](#) onto your smartphone from the Apple App store or Google Play store and access the app by using the company code **PHL17368**. For any concern, question or incident the traveler may encounter, he/she must contact his/her [Regional Security Manager](#).

3 Accommodation

3.1 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. The full list of preferred hotels can be found [here](#).

- The cap for daily room rates is 200 euros. Any booking higher than 200 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 traveler.
- 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.

3.2 Hotel Booking

Room Guarantee

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

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.

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.

3.3 Invoicing

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.

3.4 Accommodation for 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.

4 Air Travel

4.1 Air Travel Selection

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 noncontracted 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 travelers 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.

4.2 Air Travel Booking

Time Window

Employees are obliged to accept alternative flight schedules if this results in fare savings. The maximum deviation from the intended departure/arrival time is calculated as:

2 hours - for flight duration up to 6 hours

4 hours - for flight duration over 6 hours

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

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.

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.

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.

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.

Parking

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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)

5 Ground Transportation

5.1 Car Rental

Car rental selection

When available, employees must use Signify designated car rental providers. Signify's globally preferred vendor is Hertz

Below guidelines need to be taken into account 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 Line Management approval. Use of a higher car category may be justifiable based on number of passengers/customers travelling, luggage etc.
- All "car only" reservations are to be completed via the supplier website or the online booking tool where available
- 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.
- The standard selection for car rental is an electric or hybrid type of vehicle in countries with availability and infrastructure.

Car Rental Usage

- 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 rental reservations are to be paid by Corporate Charge Card
- Employees are required to apply for a supplier membership card

Insurance

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 Waiver (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.

5.2 Own Car

Employees may use their personal car for business purposes only:

- If it is more time efficient than taking public transportation.
- If the total trip is less than 200 kilometers
- If it is less expensive than renting a car, taking a taxi or alternative transportation.
- Frequent use of personal vehicles for business is not encouraged. Employees may not use their personal car solely on the grounds of personal convenience.
- Motorcycles are not allowed to be used as personal vehicle for business trips.

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

5.3 Taxis

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

Ride hailing services (e.g. Uber, Lyft, Bolt) should be considered as an alternative for standard taxis. Taxis are the preferred medium for short distance travel (within city) over rental car.

5.4 Train

Signify encourages travelers to consider traveling by train whenever possible and reasonable. As a general guideline Train Travel should always be considered as an alternative for air travel for destinations below 4 hours one-way travel time.

6 Expenses

6.1 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.
- 3rd party employees must use their own personal credit card or company account for settlement.

6.2 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.
- Any travel expense report should be accompanied by an approved Request ID created during the trip approval process.
- 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.

6.3 Reimbursement

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.

Client related expenses

All Client related expenses including Meals, Expenses, Entertainment, Gifts should align with the [Signify Integrity code](#).

- Gifts are limited to € 50 per person
- Group event expenses should not exceed € 50 per person. Any spend higher than that requires additional approval.

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 weekends (e.g. departure or arrival on Saturday & Sunday) on "time for time" basis.

Non-reimbursable Expenses

- 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 a more detailed overview please see Appendix I – Reimbursable Expenses

Personal Protective Equipment

Personal Protective Equipment utilized for work related travel can be reimbursed with due approval. Additionally any other equipment or tests that are needed to comply with local regulations (e.g. Covid test) can be reimbursed.

7 Roles & Responsibilities

The policy and it's related content is governed by the Travel Governance 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 requires Travel Governance board approval.

Travel Governance Board		
Function	Lead	Delegate
HR	mark.van.bijsterveld@signify.com	mairead.maclure@signify.com
Finance	Dick.den.blanken@signify.com	anuska.gonzalvo@signify.com
Procurement	luc.brouns@signify.com	johan.monderman@signify.com
Risk & Security	gal.messinger@signify.com	thierry.coquillat@signify.com
Sustainability	nicola.kimm@signify.com	Maurice.loosschilder@signify.com
IT	Kurt.de.ruwe@signify.com	Frank.van.lent@signify.com

Appendix I – 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 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 Air Travel Reimbursable expenses

Ancillary Air Travel Costs/Fees	Reimbursable (Yes or No)?
Baggage Fees	Yes
Wireless Internet Access	Yes, but only when there is an extremely time-sensitive need to conduct business-related work
On-board snacks and meals	Yes, the cost will be included in your daily meal allowance by categorizing as a business meal.
Incremental charges for premium seating (e.g., premium economy/coach, seat selection, early boarding or priority boarding)	No

On-board alcoholic beverages	No
In-flight movies, headsets, pillows, blankets	No
Airline Club Memberships, TSA Pre-Check, Global Entry or One-Day Passes	No

1.6 Accommodation Reimbursable expenses

Accommodation charges	Reimbursable (Yes or No)?
Hotel Room Upgrade	No
Movie Rental in the Hotel	No
Mini-bar snacks	Yes, the cost will be included in the daily meal maximum and categorized as a business meal
All other mini-bar charges (e.g., alcoholic beverages, non-food items, etc.)	No
Direct Dial Calls Made from the Hotel Phone	No
Charges for use of the Hotel Spa and/or Fitness Center	No

1.7 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

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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)

Appendix II – Preferred Vendor Listing

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

Car rental

Taxi Services

HRS (sourcing)

Hertz

Taxi electric

Van Gerwen VOF

Appendix III – 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 - arriving home after 19.30 hrs	EUR EUR	16 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 - arriving home after 19.30 hrs Germany, leaving after lunchtime and - arriving home after 19.30 hrs Germany	EUR EUR EUR EUR	14 34 21	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 - arriving home after 19.30 hrs Luxembourg, leaving after lunchtime and - arriving home after 19.30 hrs	EUR EUR EUR	16 40	

Luxembourg	EUR EUR	24	48
Malaysia	MYR		210
Mexico	USD		43
Morocco	MAD		550
Netherlands, leaving before lunchtime and - arriving home before 19.30 hrs - arriving home after 19.30 hrs Netherlands, leaving after lunchtime and - arriving home after 19.30 hrs Netherlands	EUR EUR EUR EUR	11 * 38 * 27 *	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.