

# BUSINESS TRAVEL *Expense* *Policy*

2025 rev. B - Aspivix  
SA





**aspivix**

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## 1. APPROVAL

Role	Name	Function	Signature
Author	Mathieu Horras	CEO	
Review	Mauro Rinaldi	RAQM	
Approval	Mathieu Horras	CEO	

## 2. PURPOSE

This document describes the rules for the business travel expense for employees using corporate cars within their frame of activity for ASPIVIX SA.

## 3. REVISION HISTORY

Description	Revision #
Initial version	A
Update for rates	B

## 4. PRINCIPLES

This Policy provides guidelines and establishes procedures for travelers incurring business expenses on ASPIVIX's behalf. Its main objectives are to ensure that travelers have a consistent understanding of policies, to provide a reasonable level of service and comfort whilst also maximizing ASPIVIX's ability to manage and reduce expenses as far as possible within the necessary framework of the execution of the work.

Business travel should only be undertaken where personal contact is necessary.

- The following trips require the approval of the traveler's manager:
  - Travel to exhibitions, courses, congresses etc. in the country
- The following trips require the approval of the Company Management:
  - Visits to other European countries
  - Overseas trips

## 5. EXPENSE REPORTING

### 5.1. FOR EXPENSES WITH PRIVATE MEANS:

Refer to current version of the following Guide: T-101-2 Expense Reimbursement Guide

## 5.2. FOR EXPENSES WITH CORPORATE CARDS:

Refer to current version of the following Guide: T-101-3 Expense Form Guide For Corporate Cards

## 6. WEB AND AUDIO CONFERENCING

In one hand, for environment protection considerations and contribute, each and every of us to limit greenhouse gas emission and effects on climate and in another hand for obvious expense, convenience and time benefits, ASPIVIX encourages travelers to consider and favor forms of communication and meeting that reduce or remove the need for travel.

## 7. FLIGHTS

Class of service is to be booked according to grade and non-stop flight duration as follows

Flight Duration	Grades	Class
<u>Domestic (in-country)</u>	All	Economy
<u>European Flights</u>	All	Economy
<u>Intercontinental Flights (see note below)</u>	Staff Company Management	Economy Business or Eco-Premium

*Notes: if intercontinental flights are under 6 hours duration, economy-class travel must be booked. Specific rules may apply to staff accompanying management members or KOLs, as approved on a case-per-case basis by the CEO.*

### Policy

- All intercontinental travel is to be approved in writing (emailed travel authorization) by the relevant management member for the staff.
- Because of the time taken by the authorization process, flights under CHF500 may be requested and booked without prior authorization from the traveler's direct line-manager. The approval will be sought retrospectively.
- *Lowest Logical Fare* - must be booked at all times, with an acceptable 20% tolerance limit above the lowest logical fare per flight and / or multiple flight itinerary to allow the traveler a degree of choice relating to arrival / departure times.
- *Airline preferences* – travelers are permitted to select airlines based purely upon personal preference. The lowest logical fare must be used wherever possible.
- *Fully flexible fares* - are not permitted. If flexibility is an urgent business requirement ensure your ticket can be changed for a nominal fee (up to CHF150 for continental and European flights, up to CHF300 for intercontinental flights), bearing in mind that you will also be charged for any fare increase that has occurred since the confirmation of the original ticket.
- Airlines often offer significant fare reductions if travel dates include a Saturday night stay at a destination: Travelers will be reimbursed for up to two additional days lodging, meals and car rental expense at the business destination, provided that there no additional costs to ASPIVIX as compared to the non-Saturday night stay-over fare.
- ASPIVIX allows travelers to participate in loyalty programs sponsored by airlines and to enjoy benefits derived from corporate expenditures.

## 8. HOTELS

- Hotels will generally be four stars, unless prices are similar or lower at a higher-end hotel.
- Payment for hotels are to be settled directly with the hotel on the traveler's corporate card and reclaimed back via the expense procedure.
- Travelers may, within reasons, and up to 50% of normal hotel charges, be reimbursed for gifts, meals or entertainment given to friends or relatives in lieu of normal hotel charges, when staying with them.

## 9. RAIL

- For business travel in Switzerland, all employees are entitled to 2nd class train tickets.
- For business travel abroad, all employees are entitled to 1st class train tickets.
- If there are rail charges of more than CHF 300 per year per employee, with written approval of the traveler's manager, the cost of a half-fare ticket can be bore by the company.

## 10. CAR RENTAL

- Rental cars require the approval of the traveler's manager.
- Payments for cars are to be settled directly with the provider via the traveler's corporate card and reclaimed back via the expense's procedure.
- Refueling – travelers must preferably refuel before returning vehicles to the supplier so as to avoid the higher fuel charges levied by suppliers.
- Travelers should always rent intermediate size cars or smaller (e.g. VW Golf) unless two or more people are travelling together.
- Personal/private cars may be used for business purposes where other forms of transport are less convenient, economical or are unavailable. Reimbursement will be of 0.70 CHF per kilometer. If your own vehicle is used despite good public transport, only the cost of public transport is refunded ASPIVIX.

## 11. TAXI

- Traveler is encouraged to favor solution such as Uber, Lyft, etc. to limit costs related to Taxi., whenever it is available.
- Use of taxi is permitted on exceptional conditions, whenever a public transport is not suitable.

## 12. MEALS AND ENTERTAINMENT

Catering costs on business trips are reimbursed after actual outlays, they however, may not exceed the local standard.

Dining alone or with ASPIVIX colleagues (for overnight stay or return after 7.30pm)	max CHF60/ day/ person
Lunch alone or with ASPIVIX colleagues	max CHF60/ day/ person
Breakfast alone or with ASPIVIX colleagues	max CHF20/ day/ person
Entertaining (with 1 or more non-ASPIVIX's guest(s))	max CHF200/ head

- Only meals associated with an overnight stay or for a lengthy day trip where total hours worked equal the usual working day will be reimbursed.
- If breakfast is included in a hotel room rate, then don't include this amount in the maximum daily limit.
- Non-Travel Meals and Expenses – will be reimbursed only if such expenses are incurred as part of a specific ongoing business transaction. Examples would include an off-site dinner with a supplier as part of business project activity.
- Gratuities should not exceed what is considered reasonable and customary in each location, i.e., 10%-15% in Europe.
- The proportion of expenses claimed on alcohol consumed with food must not exceed 60% of the total bill. Please note alcohol is only reimbursable as part of a meal except for get-together drinks which must be reasonable.
- Meals and entertainment expenses exceeding the above limits must be approved by the traveler's manager.

## 13. TELECOMMUNICATIONS

- Travelers will be reimbursed for all business phone calls, which are reasonable and necessary for conducting business. Reasonable personal calls, while out of town on a business trip, are also reimbursable.
- The business use of mobile phones is permitted for selected business functions and grades within ASPIVIX. Mobile phones and service cost will be issued only to ASPIVIX employees who are determined to have a specific business need for this service. The decision to allocate an employee with a company mobile phone account and the selection of an appropriate mobile service plan from the approved provider (i.e. number of airtime minutes per month, geographic coverage, etc.) is made by the CEO. For all such accounts, ASPIVIX will pay the entire cost of service.
- For those travelers who do not require a corporate mobile phone to routinely conduct business, personal mobile phones for any service provider may be used. Travelers will be reimbursed for business calls deemed reasonable and necessary for conducting business. The original and complete bill, with business calls highlighted, must be attached to an expense report.
- Costs for high-speed internet access (ADSL or broadband) are reimbursable while travelling on company business.
- While travelers are abroad, travelers are encouraged to favor free call via Skype, Facetime, etc.... whenever a free access to internet is possible.
- While travelers are abroad, travelers are encouraged to manage expenses reasonably, requesting for a data package to cover the need during the travel. This request must be approved by the traveler's manager.

## 14. OTHER REIMBURSABLE ITEMS:

When directly related to business travel, the company shall cover:

- Currency conversion fees.
- Hotel health club use (pool, sauna, exercise room).

- In-flight wi-fi
- Reasonable and necessary laundry and dry-cleaning (for trips of 2 nights or more).
- Parking and tolls.
- Required inoculations.
- Tips to porters and service personnel.



**NO PAIN, HIGH GAIN**

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