

# North Yield Travel Policy



Effective date: 2023-01-01

## 1. Purpose

This travel policy outlines the guidelines and procedures for travel-related expenses incurred by employees of North Yield AB. The purpose of this policy is to ensure responsible and transparent travel practices while adhering to the allowance levels defined by Skatteverket and maintaining the comfort and safety of employees.

## 2. Authorization

All travel must be authorized in advance by the employee's manager or supervisor. For client-related travel, approval must also be obtained from the client project manager or relevant contact.

## 3. Booking Travel

Employees are encouraged to book travel arrangements well in advance to take advantage of discounted rates and ensure availability. Travel for client-related projects should be booked in accordance with client preferences and guidelines, whenever possible.

## 4. Allowable Expenses

**Transportation:** Employees are entitled to claim reimbursement for actual travel expenses, including public transportation fares, taxi fares, and mileage for the use of personal vehicles, up to the maximum allowance levels set by Skatteverket.

**Accommodation:** Reimbursement for hotel accommodations is limited to a maximum allowance per night as defined by Skatteverket. Employees should select accommodations that fall within this allowance level and meet the company's safety and comfort standards.

**Meals:** Employees are entitled to claim reimbursement for meal expenses incurred during business travel, up to the maximum allowance levels set by Skatteverket for meals. These allowances vary depending on the duration of the trip and whether meals are provided by the employer.

**Other relevant expenses:** E.g. cost related to telecommunication and IT.

## 5. Client Billable Expenses

**Expenses Reimbursable by Clients:** Certain travel expenses incurred on behalf of clients, such as airfare, hotel accommodations, transportation, and meal expenses, may be billable to the client as part of the project budget. Employees must accurately document and track all billable expenses for client invoicing purposes.

## 6. Expense Reporting

Employees are required to submit accurate expense reports for reimbursement within 30 days of the completion of the trip. All expenses must be supported by valid receipts and comply with company policies and Skatteverket's guidelines.

**Client Invoicing:** Client billable expenses should be clearly itemized and included in client invoices in accordance with project agreements and billing terms.

## **7. Travel Insurance**

Employees are covered by the company's travel insurance policy when traveling for business purposes, including client-related travel. Any additional insurance requirements specific to client projects should be addressed in project agreements.

## **8. Compliance and Reporting**

Employees are expected to adhere to all aspects of this travel policy and accurately report expenses within the allowable limits set by Skatteverket. Any discrepancies or concerns regarding expenses should be promptly reported to the project manager or designated supervisor.

## **9. Policy Review**

This travel policy will be reviewed periodically to ensure alignment with company objectives, Skatteverket's guidelines, and industry standards. Updates or revisions to the policy will be communicated to all employees as appropriate.

## **10. Contact Information**

For questions or assistance regarding travel arrangements, expense reporting, compliance with Skatteverket's guidelines, or billing expenses to clients, employees should consult with its direct line manager.