

Document name SCA Travel Instruction for Services	Document ID	Last updated 2021-07-15	Page 1 (2)
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SCA Travel Instruction for Services

SCOPE

This travel policy applies to all the Suppliers staff, including sub-contractors, performing work at SCA locations as per framework agreement signed with SCA with the aim to ensure maximum cost control.

Air travel, rail travel and accommodation shall at minimum be booked 14 days in advance.

On-line booking through the Suppliers corporate travel agency, if applicable, shall always be used for domestic and continental point-to-point trips. For more complex travel the booking could be done off-line through the Suppliers corporate travel agency.

Lowest recommended fare should always be chosen unless it leads to significant extra travel time or ancillary costs (e.g. layover costs for hotels etc.).

Conference calls, web conferencing or video meetings should always be the default alternative for meetings.

TRANSPORTATION

AIR TRAVEL

- The standard for all flights is Economy class.
- The Suppliers will request upfront approval for any deviation to Economy Class travel.
- Stop overs for personal business are not permitted.

In order to travel as economically as possible, the following steps should be followed:

- Travel reservations should be made as much in advance as possible.
- The same airline should be used roundtrip.
- Although employees may retain their frequent flyer points for personal use, this must not impact the choice of airlines.

RAIL TRAVEL

- Only Economy Class is allowed. Lowest recommended rate should always be chosen unless it leads to significant extra travel time.
- The choice of First Class is subject to prior approval from SCA.

Document name SCA Travel Instruction for Services	Document ID	Last updated 2021-07-15	Page 2 (2)
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RENTAL CARS

- Rental cars should be reserved under a preferred agreement via the Suppliers local corporate travel agency.
- The standard company car is Category A. Cars within Category A with low fuel consumption and low CO2 emissions are preferred – “Green Cars”.
- As long as the corporate card is used for payment, insurance cover above the minimum legal requirement should be declined. Deductibles will not be reimbursed by SCA.
- The car shall always be returned with full tank to avoid expensive refueling charges.
- Always check the car at pick up to look if there are damages, for which the Suppliers could be liable. Immediately inform the rental company.
- Traffic violation will not be reimbursed by SCA.

USE OF OWN CAR

- Should the Suppliers employee/subcontractor use his/her own car, the employee/subcontractor will claim reimbursement of mileage in accordance with the Suppliers travel policy / mileage policy.
- Use of own car is at the employee/subcontractor own risk and cost.

TOLLS AND PARKINGS

- Toll and parking fees will only be reimbursed upon presentation of receipts.
- Traffic violation will not be reimbursed by SCA.

Accommodation

- The standard for accommodation is a single room with bath in a 2/3 stars hotel or equivalent.
- Accommodation cost will be reimbursed upon presentation of the invoice.
- It is the traveler’s responsibility to cancel hotel reservations with the hotel directly in order to avoid “no show” charges. A “no show” will not be reimbursed by SCA.