

InnoStars External Travel & Expense Reimbursement Policy and Procedure

In general, InnoStars will reimburse travel-related expenses to a Vendor / External Expert (hereinafter “Expert” or “Supplier” in this Policy) if explicitly agreed by InnoStars in advance.

Any other expenses / types not provided for in Section 10 will be considered personal or other non-reimbursable expenses.

1. OBJECTIVES

This Travel Policy is intended to clearly reflect InnoStars’ reimbursement principles and defines the process of preapproved business travel-related expenses.

Compliance with tax and legal regulations has to be ensured by Suppliers. Any deviations from this Travel Policy are to be considered exceptions to this Travel Policy and Supplier must ensure that such exception is specifically agreed to in advance in writing and in full compliance with the documented exception handling policy in Section 14 of this Travel Policy.

According to our values, business travel should only occur if unavoidable. All alternatives to travel, such as virtual meetings, must be considered first. If business travel is unavoidable, the most environmentally friendly and cost-effective means of transport for business trips (for example, train instead of plane or car has to be chosen).

2. SCOPE

This Travel Policy for Supplier Travel & Expense Reimbursement applies to unavoidable business travel-related activities incurred by a Supplier solely in connection with delivering services to InnoStars provided that InnoStars has explicitly agreed in advance to reimburse the Supplier in the respective contract.

In addition, this Policy applies to all travel-related activities incurred by an external Expert solely in connection with the Expert’ activities at InnoStars’ invitation or by request of InnoStars.

3. AIR TRAVEL

Experts are required to use special economy/coach class, or comparably priced fare types for European travel destinations.

Extra costs are reimbursable only if duly justified, such as:

- Costs for extra luggage
- Costs for seat reservation

4. HOTEL / LODGING

For all hotel reimbursements, the lowest possible rate for a standard room category applies. The maximum reimbursement is EUR 150 per night.

5. RAIL TRAVEL

Rail travel is the preferred way of short- and mid-distance intercity travel. InnoStars will reimburse Suppliers for rail travel in 2nd Class / Coach Class. Rail travel should be chosen when in considering the total travel cost of the InnoStars Business Trip (door to door) it is the least expensive form of travel. Cost efficient rail travel should also be used when:

- a. it is less expensive than air travel and does not substantially increase the total travel time of the trip, OR
- b. it is not substantially timelier than driving by car.

6. OWN VEHICLES

The cost of travel by private vehicle shall be reimbursed at the rate of EUR 0.22 per km, parking fees can be added, no highway fee.

7. RENTAL CARS

InnoStars will reimburse Suppliers only in exceptional cases, when air or rail transport is not available or is not cost-effective. Car rental shall be approved in advance and only Compact Car Category shall be reimbursed for all car rentals.

8. TAXIS

In cases when public transportation is unsafe, unavailable, or more expensive than taxi (for examples 2 or 3 people sharing a drive) or the Expert has a very tight schedule for work related meetings, a taxi may be used especially when travelling with luggage or large equipment.

9. MEALS

InnoStars in general will NOT reimburse personal meal expenses. Respective cost items will be deducted from the cost claim.

10. REIMBURSABLE EXPENSES

Only the following expense types can be considered for reimbursement under this Travel Policy. Any exceptions are Supplier responsibilities to ensure they are handled in accordance with Section 12.

- a. Airfare and surface transportation
- b. Car rental or Personal Automobile Reimbursement
- c. Hotel / lodging
- d. Cancellation fees, only if cancellation was caused by InnoStars
- e. Parking Fees
- f. Viral tests necessary for the travel
- g. Other fees/costs authorized under this Travel Policy

11. NON-REIMBURSABLE EXPENSES

The following expense types will be considered as being non-reimbursable under this Travel Policy. Expenses falling under one of the following types will have to be covered by the Supplier on its own.

- a. Costs for missed flights (in case the Supplier missed its flight, only the costs for the original booking will be reimbursed)
- b. Costs in connection with visa issuance
- c. Personal meal expenses
- d. Any excessive cost items
- e. Costs incurred by non-expert personnel (eg Spouse travel)

12. EXCHANGE RATES

InnoStars will reimburse travel expenses in EUR.

If a travel claim contains receipts in other currencies than EUR, the exchange rate of the day of payment should be applied. The currency converter **ECB** should be used for conversion: https://www.ecb.europa.eu/stats/policy_and_exchange_rates/html/index.en.html

Exchange rate losses such as credit card surcharges for foreign currencies are not eligible for reimbursement and will be rejected.

13. EXPENSE REIMBURSEMENT

Suppliers must comply with all expense reimbursement details noted in this Travel Policy.

For reimbursement the traveller must submit the standard InnoStars reimbursement form (Statement of Expenses) supported by copies of the invoices, tickets, receipts etc. unless otherwise agreed. The Statement of Expenses should be submitted via e-mail to the respective InnoStars contact (InnoStars project manager in charge of your activity).

Suppliers that have invoicing requirements in their underlying service agreements shall add their relevant travel expenses into the service fee invoice, supported by the Statement of Expenses (together with copies of travel invoices, tickets, receipts, etc)

Additional reimbursement procedure details may be included in the relevant contract / invitation / order / call (for example: specific billing instructions).

It is the Supplier' responsibility to provide original, conforming invoices and receipts.

14. EXTRAORDINARY EXPENSE EXCEPTIONS

All exceptions and deviations from this Travel Policy including any expense types not listed above will be considered "Extraordinary Expense Exceptions" and will only be considered by InnoStars for reimbursement if Supplier ensures they are specifically approved in advance in writing by InnoStars (please directly contact your InnoStars contact person). For the avoidance of doubt, there will be no partial expense reimbursements for expenses incurred not in line with this Travel Policy.

15. TRAVEL POLICY UPDATES

This Travel Policy may be updated from time to time at InnoStars sole discretion without further notice to Suppliers and such current version will apply to any travel expense reimbursements authorized by InnoStars.

Statement of Expenses

Company / Expert details

Name:

Address:

Project name:

Date	Travel cost description	Amount in orig. currency	Currency	Exchange rate	EUR Amount
	[Accommodation description]				0.00
	[Airfare description]				0.00
	[Train description]				0.00
	[Taxi description (including reason for choosing taxi, see section 7)]				0.00
				TOTAL:	0.00 EUR

Exchange rates to be used are found here:

<https://bit.ly/3l8VOyO>

<https://sdw.ecb.europa.eu/curConverter.do>

Bank details:

Account owner:

IBAN:

SWIFT:

Date: _____

Signature