

Travel Expense Policy – Comites GmbH – Personality Matters!

The following travel expense policy applies to candidates and employees of Comites GmbH who are not Managing Directors or Partners.

- For flights, the lowest available class and the most economical airline must be selected without exception.
- For rental cars, small vehicle categories, preferably compact class, must be chosen. Whenever possible, the rental car must be returned with a full tank.
- For hotel stays, standard mid-range hotels should be selected. Luxury or high-end hotel categories are not permitted.
- For rail travel, second class must be used.
- When using a private vehicle, expenses will be reimbursed at €0.30 per kilometer.
- For distances below 400 km, rail travel must be used, unless flight costs for the same route are lower than the second-class rail fare.
- Taxis may only be used for distances under 20 km. For longer distances, public transportation must be used, provided this can be done with reasonable effort (without transfers). Otherwise, the majority of the journey should be made by public transport and only the remaining distance by taxi.

Travel Expenses / Mileage Allowance for Managing Directors and Partners of Comites GmbH

Travel undertaken in connection with the provision of services will be charged based on a mileage allowance in accordance with the applicable statutory regulations.

If travel is personally carried out by a member of the management board, a mileage rate of **€0.55 per kilometer driven** will be charged instead. The **actual distance traveled** shall be the basis for calculation.