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## **Travel Policy**

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## **1. Overview**

Fruitful and open communication in WeAreBrain (WAB) is essential for our successful work. Work-related travels (business trips) always help to maintain the spirit of cooperation between team members from different locations and to conduct face-to-face meetings with our clients.

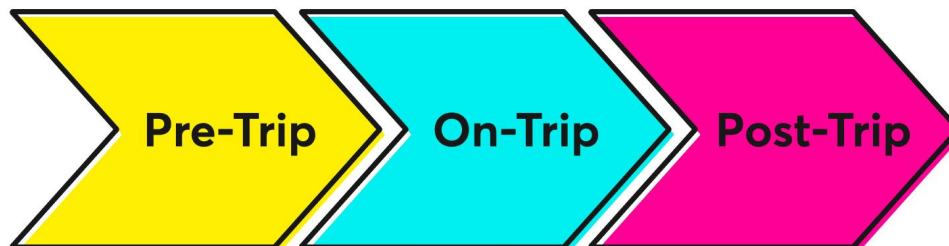
The current policy includes a description of the main principles for reimbursement and travel procedures. All business-related travel paid with WAB funds must comply with company expenditure policies. All travellers (employees of WAB, who are travelling on business trips) have to follow this policy.

## **2. Main travel principles**

- Safety first!
- Respect the culture and traditions of the country in which you are travelling.
- Be prepared (check details for successful check-in in your airport, read hotel rules).
- Travel payments/reimbursements are for business-related expenses only, not for personal expenses of the traveller or any travelling companions.

## **3. Travel expenses/procedures**

The travel process consists of 3 main parts: pre-travel preparations, travel activities, and post-travel actions.



## **4. Pre-travel preparations**

### **4.1 Starting point - an invitation and an approval**

There are two types of business trips in our company:

- initiated by the client;
- initiated by WeAreBrain (visit on business needs to one of our offices, participation in a corporate event, participation in a conference, etc.).

It all starts with an invitation. A traveller needs to get authorization for a business trip by getting approval from the **Client** or a **Label Lead** (account responsible/manager) and initiate preparing a trip. Let's review frequent cases.

**Case 1.** The client invites an employee directly by sending an email or a message in Slack. An employee has to inform a Label Lead about an invitation from a client and get approval to initiate the travel process.

**Case 2.** The client invites an employee indirectly by sending an email to the Label Lead. An employee can initiate the travel process.

**Case 3.** WeAreBrain invites an employee to visit one of our offices (business tasks or corporate events). An employee can initiate the travel process.

### **4.2 Next step - Travel request**

Once you have approval, you can send a travel request to the Head of Business Operations or Financial Manager/Accountant.

You have an option for “trip self-caring” when you can purchase air tickets (economy class) by yourself.

Also, you can assign the preparation (buying tickets and booking a hotel room or apartment) to the Head of Business Operations (Christina) or Financial Manager (Olga).

#### **The travel request contains:**

- Photocopy of your international ID card or passport;
- Dates of departure and arrival;
- City and country of destination for the business trip;

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- An indication if you are planning to choose the “trip self-caring” option.

### **4.3 Permissible travel expenses**

Please be aware that you need to provide receipts for all permissible travel expenses after your trip within 5 business days. You can provide an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement. The receipt must show the method of payment and indicate that payment was made.

#### **4.3.1 Airfare**

Please remember that travellers are expected to obtain the lowest available airfare (nonstop) that reasonably meets business travel needs. The airfare will be covered with the next payment.

If the traveller wishes to maximize comfort (travelling Business or First Class), s/he shall pay the difference between the lowest-priced nonstop class fare and the final fare.

Travellers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

#### **4.3.2 Ground transportation**

WeAreBrain will cover expenses for public transportation and a taxi to the airport and back.

It may also be relevant at times to rent a car. In such cases when two or more people are travelling, the company will cover the costs of a rental car. Please note that the use of a rental car should be justified as an economic, business necessity. Rentals should be with the lowest possible price rate per day. Fuel costs will be reimbursed based on actual fuel purchase.

#### **4.3.3 Lodging**

WeAreBrain helps to book a hotel room for you (BB type - with breakfast).

If you choose an option for “trip self-caring”, please consider good quality, but reasonably priced hotels/motels/apartments whenever practical and located near the office that you are visiting.

WeAreBrain will reimburse lodging expenses at reasonable, single occupancy rates. Only single room rates are authorized for payment or reimbursement (if you alone are invited to the business trip). If reimbursement for more than the single room rate is requested, the name of the second person (authorized employee for the business trip) must be included. If you are travelling with your partner/spouse or any relatives (non-WeAreBrain employee or not authorized employee for the business trip) and the lodging receipt shows more than a single occupancy, the single room rate must be noted.

#### **4.3.4 Meals (per diem)**

WeAreBrain is supporting all travellers with a per diem allowance: 30€ (\$35) per day of business trip and 15€ (\$17.50) for the departure and arrival days. For example, your departure date is October 5 and the date of arrival is October 9, so you will get a compensation: 30€ x 3 days + 15€ x 2 days = 120 euro.

Receipts are not required for the per diem allowances. Per diem allowances are reimbursed after the trip is completed.

#### **4.3.5 Business meals**

A part of working with our clients is supporting informal communication and maintaining a positive image as Brainiacs. Please make sure that you keep a receipt after a business dinner. Original itemized receipts are required. Tips included on meal receipts will be reimbursed, but they should be reasonable.

For example, in the Netherlands, there is no social or written requirement to tip a restaurant worker. However, if you received good service or thoroughly enjoyed the food, it's customary to give a small tip - around 5-10% of the bill. Tipping is not a must in Switzerland as service is always included in the price. Tipping isn't part of the culture, however, if you do wish to tip, you can tip around 10% for good service.

#### **4.3.6 Medical expenses (associated with travelling in COVID times)**

Please note that you need to have a negative PCR test (not older than 72 hours) or proof of vaccination or proof of recovery (a Digital COVID Certificate) to travel to most countries. WAB will cover expenses for PCR testing that are associated with business trips.

**Ukraine.** Before you travel to Ukraine, please review [this](#) webpage. In the absence of a test and/or insurance policy the border crossing for entry or transit will be denied.

**The Netherlands.** Before you travel to the Netherlands, please review [this](#) webpage.

**Switzerland.** Before you travel to Switzerland, please review [this](#) webpage.

## 5. Post-travel actions

### 5.1 Reimbursement

Requests for reimbursement of travel-related expenses (declaration report) are submitted through the Zoho Expense application to [pay@wearebrain.com](mailto:pay@wearebrain.com) with all attached receipts and indication of the number of days on a business trip (from date of departure to the date of arrival).

- For [iOS](#)
- For [Android](#)

Please choose the currency EUR if you receive your salary in EUR, currency USD if you receive your salary in USD, or currency CHF if you receive your salary in CHF.

The declaration report must be submitted to the Zoho Expense application within 5 working days after the trip is completed. Please note that reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts (e-ticket receipt/statement or Internet receipt/statement) where required. [Here](#) is how you can log in.

Please submit the declaration report to your personal email. And then forward it from your mailbox to [pay@wearebrain.com](mailto:pay@wearebrain.com). [Here](#) is how you can create a report.

If you provide the declaration package until the 18th day of any month, you will be compensated in the upcoming payment (at the end of the current month). If you provide the declaration package after the 18th day of any month, you will be compensated with the following month's payment.

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## **5.2 Non-reimbursable travel expenses**

Please pay attention that the following items that may be associated with business travel will not be reimbursed by WeAreBrain:

- Airline club memberships
- Airline upgrades (business or first class)
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Costs incurred by traveller's failure to cancel travel or hotel reservations in a timely fashion
- Personal purchases including duty-free
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, minibar purchases or bar bills, hotel pay-per-view movies, in-theatre movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to business travel

## **6. Vacation in conjunction with business travel**

Business trips are a great opportunity to extend your stay in a new country, explore the culture and traditions. You can combine business and personal travel and be sure that you requested your vacation time according to the WeAreBrain vacation policy.

In cases in which vacation time is added to a business trip, any cost variance in airfare, car or bike rental/taxi or lodging must be clearly identified on the Travel Request form and after the trip in the declaration package. WeAreBrain will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed. Also per diem allowances will not be offered for vacation days.

Travellers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

### **Travel for non-employees**

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

Please provide the declaration package that is related only to your business trip on days that were indicated in your Travel Request which was approved by a Client or a Label Lead.

### Business travel process

