

WF MM APPROVAL in Hotels		< 2.000€	2.000€ - 2.500€	2.501€ - 50.000€	> 50.000€
		1st Approver	2nd Approver	3rd Approver	4th Approver
IT		Hotel Manager	Regional Operations Manager	BU IT Director	HQ - SVP IT
MAINTENANCE & PROJECTS		Hotel Manager	Regional Operations Manager	Maintenance Director	HQ SVP Maint. & Projects
MARKETING		Hotel Manager	Regional Operations Manager	Marketing Director	HQ SVP Marketing
		< 1.000 €	1.001€-2.500€	2.501€ - 50.000€	> 50.000€
SUPPLIES & RECURRING OPERATING EXPENSES (F&B)	* Low F&B index Hotels	It doesn't require approval	Hotel Manager	Regional Operations Manager	Operations Director
	** High F&B index Hotels	It doesn't require approval		Hotel Manager	Regional Operations Manager
		< 5.000€		5.001€ - 50.000€	> 50.000€
SUPPLIES & RECURRING OPERATING EXPENSES (F&B)	*** Super High F&B index Hotels	It doesn't require approval		Hotel Manager	Regional Operations Manager
		< 1.000€	1.000 € - 50.000€		> 50.000€
RECURRING OPERATING EXPENSES (SECURITY, LAUNDRY, OUTSOURCING)		It doesn't require approval	Hotel Manager		Regional Operations Manager

WF MM APPROVAL in Central Services		< 300 €	300€ - 5.000€	5.001€ - 30.000€	30.001€ - 50.000€	> 50.000€
		1st Approver	2nd Approver	3rd Approver	4th Approver	5th Approver
For Central Services Areas with VP Position		It doesn't require approval	Director Department BU	VP Department HQ	SVP Department	HQ Chief Area

WF MM APPROVAL in Central Services		< 300 €	300€ - 5.000€	5.001€ - 50.000€	> 50.000€
		1st Approver	2nd Approver	3rd Approver	4th Approver
For Central Services Areas without VP Position		It doesn't require approval	Director Department BU	SVP Department HQ	HQ Chief Area

WF MM APPROVAL in HQ		< 300 €	300€ - 30.000€	30.001€ - 50.000€	> 50.000€
		1st Approver	2nd Approver	3rd Approver	4th Approver
For HQ Areas with VP Position		It doesn't require approval	VP Department	SVP Department	HQ Chief Area

WF MM APPROVAL in HQ		< 300 €	300€ - 50.000€	> 50.000€
		1st Approver	2nd Approver	3rd Approver
For HQ Areas without VP Position		It doesn't require approval	SVP Department	HQ Chief Area

\* < 250.000€ annual expense in F&B

\*\* > 250.000€ annual expense in F&B

\*\*\*> 750.000€ annual expense in F&B