

TRAVEL POLICY



POLICY VALIDATION

Approved by	Approval date
Human Resources	February 2015
Operations	
Administration	
Treasury	
Management Committee	

UPDATES

Version	Approved by	Approval date
25	Human Resources	July 2025
	Operations	
	Administration	
	Treasury	

Always find the latest version of this document and all the related ones in the **Business Processes** section of the *Digital Knowledge Workplace*, [Minor – Organization Portal](#).

SUMMARY

Introduction

1. Hotel reservations
2. Ticketing & travel authorization
 - 2.1 Unused tickets
 - 2.2 Frequent traveller programmes
 - 2.3 Plane
 - 2.4 Baggage loss
 - 2.5 Train
3. Rental cars and company cars
 - 3.1 Use of own vehicle
 - 3.2 Traffic fines using a rental car, a car company or an own car
4. Public transport vs. Taxi
5. Meals and invitations
6. Other expenses
 - 6.1 Minibar
 - 6.2 Laundry
 - 6.3 Pay per view
 - 6.4 Tips
7. Related documents

INTRODUCTION

- This document defines Minor Hotels Europe & Americas' Travel Authorization and Expense Report and Reimbursement Policy and applies to all team members. The Company reserves the right to modify the policies and procedures contained herein at any time, duly notifying any such changes.
- This policy applies to all the Minor Hotels Europe & Americas' team members, at all the Business Units and Offices. Any more restrictive version of this policy may be approved by the Management Committee of the BUs or Chief Officer of each department, but any less restrictive versions have to be approved, in writing, by the Management Committee at the Headquarters.
- All company activities related to or associated with travel and the resulting expenditure must also comply with the Code of Conduct and other applicable Company policies.
- MHE&A will reimburse its team members only for reasonable and appropriate expenses that they have incurred during their professional trips authorized by the Group. These are the only concepts allowed:

CAR RENTAL*
HOTEL*
INVITATION
KM-MILEAGE
MEALS
OTHERS, MISCELLANEOUS
PARKING
PUBLIC TRANSPORT (BUS, SUBWAY)
TAXI
TOLL
TRAVEL TICKET (AIRPLANE, TRAIN)*

- Expenses to be reimbursed must be supported with corresponding documentation (ticket or invoice), registered and approved following the [Travel Expenses](#) manual.
- Financial and Administration department will decide if advance payments for travel reasons are allowed or not in each BU and the request and payment process (bank transfer, credit card).
- Any personal or travelling expenses that are not associated with company trips (lawyers' fees, gifts or any personal expenses) will not be reimbursed.
- The travellers must assess the need to travel, endeavouring to minimise trips:
 - Analysing the possibility of using videoconferences (highly recommended) and other similar communication systems.
 - Assessing the potential for dealing with matters from a distance or the need for more than one member of a team attending meetings that involve travelling.
- When travelling involves spending more than thirty (30) days in a particular place, reference shall be made to the Human Resources Department's Short-Term Assignments Policy.

1 HOTEL RESERVATIONS

- Whenever possible, it is mandatory to book stays and other hotel services within MHE&A, following the guidelines defined in the [InterCompany Reservations Policy](#) with the same time terms defined as for the rest of concepts included in this Policy.
- These reservations will be invoiced to the corresponding MHE&A center.

2 TICKETING & TRAVEL AUTHORIZATION

- **All trips must be arranged at least ten (10) days in advance for domestic travelling and twenty (20) days in advance for trips abroad.**
- The approved travel agency shall be used (with certain exceptions) for arranging trips (flight tickets, trains, vehicle hire, booking external hotels, when these are necessary).
- Everything shall be done to comply with the requested routes, but travellers shall be prepared to accept alternative routes and timetables if the prices are more competitive.
- The Travel Agency reserves the right to ask for further approval from the Human Resources Department when the trip is not in keeping with the advance and/or cost required.
- When the passenger is not registered in the team member database a second level of approval must be provided before booking the travel.

2.1 UNUSED TICKETS

- If a trip is cancelled, the issuing Travel Agency shall be contacted immediately.

2.2 FREQUENT TRAVELLER PROGRAMMES

- Any bonuses obtained from the different loyalty programmes can be kept by the team members for personal use.
- It is highly recommended that team members ascribe to loyalty programmes and maintain the different levels in order to obtain certain benefits (i.e. priority boarding, additional baggage or seat selection in some airlines)
- The registration rates involved in joining these programmes are not reimbursable.

2.3 PLANE

- Business Class and or Premium Category only for long journeys (more than 6 hours) permitted.
 - for Chiefs, SVP and VPs in Head Quarters and
 - for the Managing Director and the members of the Management Committee of the BUs.
 - Very exceptional cases might be accepted for other team members always requested by the corresponding SVP and with the approval of the corresponding Chief and the Human Resources Chief in HQ. For BUs' team members, it must be requested by the Director of the department and approved by the Managing Director and the Human Resources Director of the BU.
- Tourist Class for all others.
- Selection of seat will be allowed, always for standard seats with a reasonable cost. It's recommended to purchase them at the same moment of the booking of the flight in order to reduce costs.
- Special seats in tourist class will be permitted for long journeys (more than 6 hours).
- In cases where team members from different professional categories are travelling together, the most economic class will invariably apply.
- The team members shall invariably be aware of the terms of the details and penalties for changing or cancelling the tickets issued.

2.4 BAGGAGE LOSS

- Any confidential documents must be kept as hand luggage.
- The traveller will be held personally responsible for any loss of the company's equipment (computers, mobile devices, etc.) if he/she has been negligent when looking after or transporting them.
- The airline is responsible for recovering lost luggage and paying compensation for the loss.
- If luggage is lost or stolen, get in touch not only with the Human Resources Department but also with the nearest police station.

2.5 TRAIN

- This shall be regarded as an alternative when the cost is justified, and it is less than the air fares available.
- Economy rate (standard).
- Travelling by high-speed rail link is permitted as long as it is reasonable and appropriate.

3 RENTAL CAR AND COMPANY CARS

- Rental car is justified when it is more economical than any other transport options, taking into account safety, security, travelling times and the number of occupants.
- The rented vehicle shall not be higher than Class C (intermediate / medium sized).
- The contracting of extra accessories (GPS, etc.) that amount to an additional cost will not be permitted.
- Renting outward journeys must be avoided owing to the expense involved.
- Rented vehicles shall only be used by team members who return them in time and without delays and with the fuel tank full, in order to ensure that there are no surcharges. Renting shall not be extended for the team member's personal use or holidays.
- Team members who have company cars must use them for local trips associated with work, unless there is a more economic mode of transport available.

3.1 USE OF OWN VEHICLES

- This shall be regarded as an alternative when the cost is justified, and it is less than the other available options.
- On long-distance journeys of more than 700 km outward and return, an alternative method of transport must be considered for security reasons.
- The Company will reimburse team members for the expenses involved in the use of their own vehicles on work trips in the way shown, and in compliance with the legal requirements in each country:

BU	COUNTRY	CURRENCY	PRICE	KM/MILE
BU Southern Europe	HQ & Spain	EUR	0,30	KM
	Portugal	EUR	0,40 from January 2024	KM
	Italy*	EUR	0,40	KM
	France**	EUR	Depending on the route and power of the car**	KM
	USA	USD	0,545	MILE
BU Northern Europe	Austria	EUR	<ul style="list-style-type: none"> 0,42 until 31.12.2024 0,50 from January 2025 onwards 	KM
	Denmark	DKK	3,73 for the first 20.000 km, and after that is 2,19	KM
	Germany	EUR	0,30 up to KM 20 0,38 from KM 21	KM
	Czech Republic	CZK	5,20	KM
	Hungary	HUF	15 + variable fee, depends on the used car for a max. of ca. 60Km, not more	KM
	Ireland***	EUR	Depending on the Km and engine capacity***	KM
	Poland	N/A		
	Romania	N/A		
	Slovakia	EUR	0,239	KM
	Switzerland	CHF	0,70	KM
	The Netherlands	EUR	<ul style="list-style-type: none"> 0,23 from January 2024 onwards 	KM
	Belgium	EUR	<ul style="list-style-type: none"> 0,4320 from 01.04.2025 till 30.06.2025 0,4309 from 01.07.2025 till 31.09.2025 (the price is changing every quarter) 	KM
	UK	GBP	0,45	MILE
	Luxemburg	EUR	0,30	KM
BU America	N/A			

* Due to fiscal legislation, in Italy it is not allowed to reimburse any amount for the use of the personal car in the city of workplace of the team member. Also, the general use of the car is not recommended, and it is only allowed in case of a real need after being authorized by the team member's responsible.

- Before team members are reimbursed for their expenses, they shall specify the purpose of the trip, the date, the route and the number of miles/kilometres. If the team member departs from his/her home, the miles/kilometres must be calculated from his/her branch or work centre to the airport and back. It is the supervisor's responsibility to endorse the maximum amount to be reimbursed.
- Parking expenses and tolls are also reimbursable. The team members will not be reimbursed for the repairs carried out on their own vehicles.

** Detail France (d=KM)	Administrative Output	Until 5000 Km	From 5001 to 20000 Km	Beyond 20000 Km
	3 CV et moins	d x 0,529	(d x 0,316) + 1 065	d x 0,370
	4 CV	d x 0,606	(d x 0,340) + 1 330	d x 0,407
	5 CV	d x 0,636	(d x 0,357) + 1 395	d x 0,427
	6 CV	d x 0,665	(d x 0,374) + 1 457	d x 0,447
	7 CV et plus	d x 0,697	(d x 0,394) + 1 515	d x 0,470

Please note: Since 2021, the amount of travel expenses calculated from these scales has been increased by 20% for electric vehicles.

***Details Ireland	Distance band	Engine capacity up o 1200cc	Engine capacity 1501 cc and over
	Up to 1,500 km (Band 1)	39.95 cent	44.79 cent
	1,501 – 5,500 km (Band 2)	70.00 cent	85.53 cent
	5,501 – 25, 000 km (Band 3)	25.55 cent	32.21 cent
	25, 001 Km and over (Band 4)	21.36 cent	25.85 cent

3.2 TRAFFIC FINES USING A RENTAL CAR, A CAR COMPANY OR AN OWN CAR

- Team members must take all the safety / security precautions and invariably abide by the local traffic regulations. MHE&A will not bear the costs of traffic fines:
 - The payment of fines is responsibility of the team member who commits the infraction. Thus, it is the team member who must bear the cost, not MHE&A.
 - Even if the sanction has been carried out by the team member during her/his working schedule, MHE&A neither requests nor promotes the commission of infractions.
- Team members who drive under the influence of alcohol or illegal drugs will receive the corresponding disciplinary measures and will not be covered by insurance in the event of an accident.

4 PUBLIC TRANSPORT VS. TAXI

- Collective public transport must always be used.
- Using a taxi must be assessed on every occasion, using common sense to decide on the difference (cost and time) when compared to the use of public transport.
- Car sharing (e.g. Car2Go) and/or transportation network company cars (e.g. Uber) can be used as cheaper alternative.
- For trips from the airport, consider using the regular connection services. If a taxi is used, the team member may claim at the most, the equivalent cost of the taxi from his/her office or work centre to the airport and back. It is the supervisor's responsibility to endorse the maximum amount to be reimbursed.
- If the trip is to Madrid, Barcelona, Milan, Berlin and Amsterdam, team members are urged to use public transport to go to and from the airport.
- When two or more team members travel together, they must make every effort to coordinate their travelling plans.

5 MEALS AND INVITATIONS

- Whenever it is possible to do so, professional lunches and dinners must be held in the Group's establishments.
- Lunches or dinners in other establishments will only be justified at the invitation of third parties (clients or suppliers) or when the market is being researched.
 - The difference between lunches/dinners and an invitation is that, in the first case it corresponds to internal lunches or dinners (with one or several MHE&A team members) and in the second case a third party (client or supplier) joins the lunch or dinner.
- When reimbursing the expenses (meals or invitations), the team members shall specify the date, reason and number of diners (including the names, the posts and the companies in each case) at the lunch or dinner.
- Alcoholic beverages are considered to be personal expenses and will not be reimbursed.
- When the trips involve at least 3 days away or include a weekend in a hotel, the team members may have lunch/dinner one day out of the hotel for a maximum of 25 Euros for Lunch or 30 Euros for dinner.
- If the trip is to the Central Services (HQ or BU) the team members' restaurant (staff canteen) must always be used. If this possibility does not exist, the team members shall have lunch and dinner in the nearest hotel (if it is not too far).
- In exceptional circumstances, on those trips where it is not possible to have dinner in one of a MHE&A hotel, the maximum cost for food and drink will be:
 - Breakfast - 10.00 EUR (or the equivalent amount in the currency concerned). Only when the team member is required to leave home before 9 am as part of the business trip.
 - Lunch - 25.00 EUR (or the equivalent amount in the currency concerned).
 - Dinner - 30.00 EUR (or the equivalent amount in the currency concerned).
- Also the following local legislation must be considered in the following countries.
 - *****Meal allowances due to legislation limits tax free in Germany, Austria, Czech Republic, Hungary, Slovakia and Switzerland.**
 - > 24 hours: maximum 24 EUR per day.
 - > 8 hours < 24 hours: maximum 12 EUR per day.
 - *****In Italy** the fiscal daily meals and accommodation limits are the following, always complying with the internal limits highlighted above.
 - 180 EUR for internal trips.
 - 258 EUR travelling abroad.

6 OTHER EXPENSES

6.1 MINIBAR

- The maximum consumption authorized is a soft drink or water and a snack. Alcoholic beverages are considered to be personal expenses and will not be reimbursed.

6.2 LAUNDRY

- Only when it is strictly necessary; it is allowed in stays of more than 3 days for frequent travellers (those who spend more than 3 days a week traveling regularly) or if there is no other option (dirty stains) in shorter stays. Under exceptional circumstances, team members may use the Ironing Service if necessary. A discount of 30% (retail price) will be applied and the amount must never exceed 70 € (or the equivalent amount in the currency concerned) per month.

6.3 PAYPER VIEW

- This will not be reimbursed.

6.4 TIPS

- Only those required by local customs will be accepted, and always with a receipt. Hand-written notes will not be accepted.

7 RELATED DOCUMENTS

[Travel Expenses](#)

[InterCompany Reservations Policy](#)