Travel policy

Hotelschool The Hague **as of 1 March 2014**

DATE | February 2014

AUTHOR | HR

version | 1.0

1. Introduction

The Hotelschool The Hague travel policy is valid from 1 March 2014. From this date, former travel policies, will no longer apply.

The policy will be evaluated at the end of 2015, and amended where necessary. The travel policy provides guidelines for the expenses made when employees travel on Hotelschool business within the Netherlands and abroad. The policy complies with the conditions set in the Universities of Applied Sciences collective agreement (HBO CAO) for 2012-2013, article I, sections 6-8. This travel policy forms part of the employee manual.

Employees travelling under the terms of this policy are expected to act as ambassadors for the Hotelschool.

2. Changes with respect to the previous policy

The changes made to the travel policy and travel expenses are in line with the planned growth and internationalisation as determined in the strategic aims of Hotelschool The Hague. The following changes have been made to the former travel policy (version 1 January 2012):

Employees should seek and gain approval from their manager, Placement Office or Recruitment before planning a trip abroad. The employee should complete the form PDP & Travel Request (see Myhotelschool.nl/HR/HR Documents/Employees/Forms).

Each business trip has to have a concrete aim and a budget agreed with and approved by the employee's manager. On return, the employee has to draft a report which includes the results and any follow-up actions. The report should be sent to the manager within four weeks of return.

Employees represent the Hotelschool individualy. A business trip with two or more employees can only be made if deemed necessary and approved by management.

Employees should make use of the Travel Desk when booking business trips abroad. The Travel Desk is a partnership with ATP and specifically for international business trip bookings. Employees will, where possible, arrange accommodation using the Hotelschool's network.

The maximum costs for accommodation and related expenses can be found in the the DSA (Daily Subsistence Allowance) tariff. Receipts are required for all accommodation expenses.

We expect employees to be careful and critical with regards to costs incurred for travel, accommodation, meals and refreshments. The daily allowance for meals and refreshments is of € 50 maximum. If this amount is exceeded, then permission has to be granted for this by the employee's manager. Receipts are required for all meals, refreshments and travel expenses. The Hotelschool expects all employees to act responsibly with regard to travel expenses. The Hotelschool trusts that employees will only submit expense claims for food and refreshments that are reasonable and appropriate to the public profile of the Hotelschool. The DSA table with regards to 'other expenses' and 'daily allowance' for business travel abroad does not apply to Hotelschool employees.

Employees travelling under the terms of this policy are expected to act as ambassadors for the Hotelschool.

Lecturer can make a request for compensating travelling time between both campuses in the next block.

Employees can use a ‘voordeeluren kaart’ or other form of discount for the use of public transportation.

3. Staff commuting expenses

Employees receive a travel allowance for commuting from an employee’s home address to either the Amsterdam or The Hague campus. The Hotelschool travel allowance is based on the number of kilometres travelled daily, regardless of the form of travel. The allowance is € 0,19 per kilometre and is calculated based on the total number of kilometres travelled with a maximum of 32 kilometres per single journey. The distance is calculated based on the shortest distance between the residence and school location postal codes, using www.routenet.nl. Each employee receives this allowance irrespective of the chosen form of travel (bicycle, public transport or car). Employees can use a ‘voordeeluren kaart’ or other form of discount for the use of public transportation. The same calculation applies for employees who work at both Hotelschool campuses, however the locations have to be determined per day and per week. The allowance is fixed for a maximum period of 42 weeks per year. The net commuting expenses are paid monthly, together with the salary.

Example calculations

Example 1: The employee works for 3 days a week at the Hotelschool campus in Amsterdam. The home-work distance is 12 kilometres, each way. The allowance is therefore: 2 x 12 km (return journey) x 3 days x € 0,19 x 42 weeks / 12 months = € 47,8 net allowance per month.

Example 2: The employee works for 3 days a week at The Hague campus and 2 days a week in Amsterdam. The home-work distance is 32 kilometres each way to The Hague and 5 kilometres each way to Amsterdam. The allowance is therefore: 32 km x 2 (return journey) x 3 days x € 0,19 x 42 weeks / 12 months = € 127,68 PLUS 5 km x 2 (return journey) x 2 days x € 0,19 x 42 weeks / 12 months = € 13,30. In total this employee receives a net travel allowance of € 140,98 per month.

Example 3: The employee works for 3 days a week at The Hague campus and 2 days a week in Amsterdam. The home-work distance is 50 kilometres each way to The Hague and 25 km to Amsterdam. The allowance is therefore: 32 km x 2 (return journey) x 3 days x € 0,19 x 42 weeks / 12 months = € 127,68 PLUS 25 km x 2 (return journey) x € 0,19 x 2 days x 42 weeks / 12 months = € 66,50. In total this employee receives a net travel allowance of € 194,18 per month.

This travel allowance is not paid to employees during:

- full employment disability, from 8 weeks;
- maternity leave, from the moment leave starts;
- complete or partial absence (for a period where fewer days per week are worked) due to, for example parental leave or unpaid leave.

4. Relocation and changed commuting patterns

Should the employee move house or change their commuting pattern, then the fixed allowance for the new situation will come into effect on the first day of the following month. For lecturers the commuting patterns will be determined once every two blocks based on the schedule in consultation with the HR Department and the Educational Support Office.

5. Fiscal exchange

Each year, Hotelschool employees will be offered the option to determine whether maximum use has been made of the fiscal allowance for commuting expenses. Should an employee indicate that he/she would like to make use of this option, then the salary administration will determine whether maximum use has been made of the fiscal allowance for commuting expenses per calendar year. Should allowances be due, then a net amount of the due year-end bonus can be paid to the employee in December; see the appendix ‘Fiscal exchange policy’.

6. Business trips within the Netherlands

A business trip is defined as such when an employee is required to travel on behalf of the Hotelschool to Hotelschool or other locations, including the journey between the two Hotelschool locations. The distance between the two Hotelschool campuses (The Hague Brusselselaan and Amsterdam Jan Evertsenstraat) has been determined at 55 kilometres single and 110 kilometres return.

Travel expenses for business trips can be claimed by monthly in arrears by completing the Travel Expenses Form, The Travel Expenses Form has to be approved by the budget holder, usually the manager, and be handed in to the HR department. Should the claimant be a budget holder, then the expense form has to be approved by his/her manager. Travel expenses must not be claimed twice.

Public transport: Costs for public transport in 2nd class will be fully reimbursed, only if the original train tickets or a printout of the public transport smartcard is attached to the expense form.

Hotelschool company car: Employees can make use of the Hotelschool’s car for business trips. The school car can be booked in consultation with the IT & Facility Services department. When using the Hotelschool car, only parking costs will be reimbursed (gross), if the receipt is attached to the expenses form.

Employee’s own transport: Should an employee use their own car or bicycle for purposes of business travel, then travel expenses will be reimbursed at a rate of € 0,19 per kilometre based on the shortest route (via www.routenet.nl) and the cheapest form for the Hotelschool. This allowance is the maximum fiscal allowance and is therefore a net allowance. It includes all costs for use of the car, for example, fuel, maintenance and road tax. Parking costs (gross) can be claimed using the expense form and including the original parking ticket.

7. Travel time

Travelling between an employee's home and work is not considered as working time. Time spent by employees on business trip travel is seen as working time. The time between the two Hotelschool campuses has been set at 120 minutes (2 hours) per single journey for lecturers who are required, due to the schedule, to travel between the campuses on a single day. The Hotelschool tries to keep the travelling betwoon both campuses to a minimum and stimulates the use of video conferencing and Skype. Under special circumstances when a lecturer is asked to travel between the the two campuses, an arrangement can be made by the manager in which travel time will be added to the assigned staff overview of the lecturer (in the next block).

8. Business trips abroad

This section describes the procedure for requesting, reporting and claiming expense for business trips abroad made for Hotelschool purposes.

International travel made on behalf of the Hotelschool for recruitment or Placement visit purposes is coordinated by Recruitment and the Placement Office and is set out in an annual plan. Recruitment and the Placement Office will contact the employees and their managers with regards to when and why an employee is requested to travel for the Hotelschool. They are also responsible for the related travel budget. These business trips are deemed to be educational activities and are budgeted as personal development.

Individual business trips for the Hotelschool made abroad for purposes of industry relations, international exchange, mini-placements or conference/training visits need to be requested in advance by the employee using the PDP & Travel Request form. This form is then submitted to the employee's manager and the HR department. Requests should be submitted before 1 March for Blocks A & B, and before 1 October for blocks C&D to ensure that the employee's absence is registered for scheduling purposes.

The Management Team review all travel plans (PDP & Travel Requests and all other international travel proposals) twice yearly (March and October), together with the Placement Visit and Recruitment plans.

Employees will represent the Hotelschool individually. A business trip with two or more employees can only be made if deemed necessary and approved by management.

The manager and/or the relevant department (recruitment or Placement Office) have to give prior permission for an employee's business trip abroad based on the aim of the business trip and the budget. Each business trip has to have a concrete aim and a budget agreed with and approved by the employee's manager. On return, the employee has to draft a report which includes the results and any follow-up actions. The report should be sent to the manager, Recruitment or the Placement Office within four weeks of return.

A business trip starts on the date that the employee leaves the office or residence and ends on his/her return, and is based on the shortest route and the time of departure and arrival. If the business trip involves a trip abroad, the standard work-times during a standard work-week apply for the employee in question.

Flight tickets and international train tickets have to be booked as early as possible via the Travel Desk. When travelling abroad, the employee makes use of local (public) transport where possible and tries to (within reason) keep travel expenses to a minimum. Flights will be booked for economy class. Members of the Board of Directors may travel business class for intercontinental travel purposes. There is a more generous allowance for a number of employees where international travel forms a structural component of their work (for example the recruiters).

Expenses made for preparation for travel
Costs of travel preparation such as visas and vaccinations, but not including costs of passport applications or renewal, will be reimbursed by the Hotelschool.

Extent of expense claims: reasonable and appropriate
We expect employees to be careful and critical with regards to costs incurred for travel, accommodation, meals and refreshments. Up to maximum € 50 maximum for food and refreshments can be reimbursed per day. If this amount is exceeded, then permission has to be granted for this by the employee's manager. Receipts are required for all meals, refreshments, and travel expenses. The Hotelschool expects all employees to act responsibly with regard to travel expenses. The Hotelschool trusts that employees will only submit expense claims for food, refreshments and travelling that are reasonable and appropriate to the public profile of the Hotelschool. The DSA table with regards to 'other expenses' and 'daily allowance' for business travel abroad does not apply to Hotelschool employees.

Hotel accommodation
The expenses for hotel accommodation will be reimbursed to the value of the original receipts. The maximum reimbursement is based on the DSA tariff for travel abroad,(see Rijksoverheid.nl), unless these expenses are borne by the company being visited or an external client. Employees are encouraged to make a maximum use of the Hotelschool network; please contact the Placement Office for advice.

Advances
An employee can apply for an advance from the Finance & Control department for a trip abroad, by completing the Foreign Travel Expenses form. This has to approved by the manager. The advance will be transferred to the employee's bank account. The following month, the advance will be directly deducted from the salary, or offset against the expenses claim, if the claim is correct and the original invoices and receipts have been included.

Outdoor
Employees who are responsible for outdoor training courses for the Hotelschool in Belgium (this does not apply to co-trainers) can claim the following:

- A daily allowance of € 84,95 for the extra time worked during the outdoor training course;
- Travel expenses based on the terms for business trips within the Netherlands;
- 1 compensation day if the outdoor training course is held in the intermezzo week in August or January, and 6 compensation days should it occur in a holiday week;
- A net clothing allowance of € 23 per outdoor;
- A net telephone allowance of € 40 per outdoor.

The irregular-hours allowance does not apply for the outdoor training course.

Family member travel policy
Travel with family members and additional days of leave at the destination is permitted on the condition that personal and business expenses are carefully and strictly divided. Family members are never allowed travel at the expense of the Hotelschool.

9. Claiming foreign business trip expenses

The allowances described for business trips abroad in this policy can only be claimed as expenses. The expense form has to be approved and signed by the employee's manager. The employee has to use the expense claim forms provided by the Hotelschool. Original receipts / invoices have to be attached to the expenses claim form. Travel expenses must never be claimed twice.

The expense claim forms for inland and foreign business travel are available digitally and can be found on Myhotelschool.nl/HR/HR Documents/Employees/Forms as well as the PDP & Travel Request form.. The employee should complete the form digitally within two months of the business trip and then print it out, sign it and give it to his/her manager for approval and signing before placing it in the HR department pigeon hole. Payment of the net expenses will occur through the Finance & Control department once the form has been checked by the HR department. Gross expenses (such as parking costs) will form part of the salary payment.

10. Lease car

Members of the Board of Directors have the right to a lease car. Employees and/or members of the Board of Directors with a Hotelschool lease car are not entitled to travel allowances for business trips within the Netherlands. They are entitled to foreign trip allowances should they travel not using their lease car. Traffic fines have to paid by the driver of the lease car. The lease car has to be returned should the employee or Member of the Board of Directors be on sick-leave or not be at work for a period of 8 weeks.

11. Freelancers, temporary workers and interns

Freelancers can claim travel expenses at the net rate of € 0,19 cents per kilometre. The expenses can be claimed for the shortest route based on postal codes as determined by www.routenet.nl. Temporary workers and interns also receive the maximum allowance for commuting, should they not have a student public transport smartcard (OV jaarkaart). Freelancers, interns and temporary workers can claim travel expenses by completing the travel expense claim form (within 2 months) and submitting it for approval by their manager before handing it in to the HR department.

12. Travel policy for student-assistants

Public transport
Student assistants who work for the Hotelschool at the other campus than where they are registered for study, are entitled to reimbursement of the costs of public transport should this not be covered by the student public transport smartcard (OV jaarkaart). They should claim travel expenses by completing the travel expense claim form (within 2 months) and submitting it for approval by their manager before handing it in to the Finance & Control department with the original train tickets and/or a print out of the 'OV chip card'.

Hotelschool car
Student-assistants should make use of the Hotelschool’s company car if available. The school car can be booked in consultation with the IT & Facility Services department who will provide more information if required. When using the Hotelschool car, parking costs will be reimbursed (gross), if the receipt is attached to the expenses form and these costs have been approved by their manager before being handed in to the Finance & Control department within two months.

Own transport
In case a student assistant, following permission from the manager, travels using their own transport, they are entitled to a net allowance of € 0.19 per kilometre. The expenses can be claimed for the shortest route based on postal codes as determined by www.routenet.nl. Student assistants can claim travel expenses by completing the Travel Expenses form for approval from their manager, and sending it to the Finance & Control department (within 2 months).

13. Insurance and liability

The Hotelschool has an employer’s liability insurance for any employees or volunteers who suffer personal injury as a result of the use of their own car for Hotelschool activities within Europe. This insurance does not apply to commuting. The Hotelschool has taken out a collective travel insurance for travel abroad by employees and student assistants. The cover extends to cancellation, accidents, medical costs, and luggage, money and travel documents, to an agreed limit. The policy includes details of the limit of coverage per category. A copy of the insurance pass has been included in the appendix. The employee/student assistant has to take a copy with them while travelling on Hotelschool business. A copy of the complete insurance policy conditions is available from the Corporate Secretary.

Liability is excluded for costs made other than those included in the abovementioned insurances.

Employees, freelancers, interns, temporary workers and/or student assistants who have cause to make claims for damages occurring on business trips have to complete the claims form. Claim forms and additional information can be requested from the Corporate Secretary. Evidence has to be made available by the employee/student assistant to support a claim. Cases of theft have to be reported to the local police.

14. Calamities

In case of calamities or unforeseen events, the employee travelling abroad on Hotelschool business should leave the following details with the Travel Desk:

- Name and mobile phone number
- Travel details: flight numbers, dates and times etc.;
- Accommodation (hotel) details; name, address and phone number etc.;
- Name and mobile phone number of contact person in cases of emergency.

In the case of a calamity, contact the emergency centre of the insurer (De Europeesche) by calling +31 (0)20 65 15 777. The employee should also contact the Hotelschool as quickly as possible: during working days and office hours by calling reception on +31 70 351 24 81. In cases of emergency outside of working days and office hours, employees can contact the Skotel in The Hague on +31 70 355 28 00. The Skotel will then contact the HR Manager or the Corporate Secretary.

15. Final

For any questions or suggestions regarding this Travel policy, contact the HR department. All expenses made not covered in this document are non-reimbursable. If necessary, in individual cases the Board of Directors can decide exceptions to the terms and conditions of this policy.

Appendices

- Travel Expenses form
- Foreign Travel Expenses form
- Collective travel insurance policy (cover page)
- Insurance pass 2014
- Fiscal exchange policy
- Travel Desk
- PDP & Travel Form
- DSA tariffs
- Parking policy

This policy has been approved by the Board of Directors on 27 February 2014 and is applicable from 1 March 2014.