

### **Travel Costs Reimbursement Conditions**

1. A Supplier's offer submitted to ŠKODA AUTO a.s. it must include all the costs, including ancillary costs, travel costs, etc. in the case of any business trips of its employees.
2. Upon a prior written approval by ŠKODA AUTO as, reimbursement of travel expenses may be agreed under the following conditions:
  - a. Meal allowance, pocket money, insurance - not applicable
  - b. Phone charges and cell phone purchase - not applicable
  - c. Hotel accommodation
    - up to max. EUR 130 per night  
Unless otherwise agreed in writing by the parties in advance in view of specific local conditions.
  - d. Costs of travel to the place of service provision:
    - Air travel: Air tickets corresponding to the Economy Class; for flights outside Europe Business Class is possible after a previous agreement with the Client (except Algeria, Egypt, Morocco, Turkey, Israel and the United Arab Emirates – always Economy Class)
    - Rental costs of a Small or Medium category car,
    - Costs of bus or train transportation - 2nd class, for journeys over 200 km it is possible to use 1st class after prior agreement with the customer
    - When using the Supplier's car the following applies:
      - Car usage costs are acceptable as the corresponding number of driven kilometres multiplied by the agreed rate;
      - No costs of using any car outside business trips (i.e. especially for the Prague - MB travel) will be acceptable.
      - No incidental expenses related to the use of cars (e.g. car wash, CCS card) are acceptable
      - Potential monthly flat rates (without so-called service fee) may be acceptable in cases where this is justified and economically justifiable due to the nature of the service (e.g. necessity of very frequent car use)

In the case of transport and accommodation, ordering of services through the Client's contractual partner is preferred, after the prior conclusion of a contract between the supplier and this contractual partner.

3. The Supplier is obliged to observe the principles of economy and efficiency when planning its business trips. To handle the same task, a business trip will usually be undertaken by one person for each of the necessary specialisations.  
Costs will only be reimbursed per submitted documents.