Annex: Reimbursement of necessary travel expenses as part of contracts for work and services

Travel expenses are only reimbursed to the extent that they are necessary for the fulfillment of contracts for works/services, i.e. to the extent necessary for the supply of the items promised in the contract for work/services concerned.

Additional meal expenses will not be reimbursed. Other travel expenses can be reimbursed as follows:

Hotel costs	Reimbursement on the basis of receipts in accordance with specific country guide prices (including VAT).
Flight costs	Flights must be booked in the least expensive class and/or at the least expensive price ("best buy" principle). Domestic and intercontinental flights must be booked in Economy Class. For intercontinental flights, Business Class can only be refunded in exceptional cases with the prior consent of Porsche AG. Costs will be reimbursed separately on the basis of receipts.
Travel by car	Reimbursable travel costs will be reimbursed exclusively at a fixed rate of 0.30 € per km.
Other costs by agreement	Reimbursement on production of evidence (receipt), e.g. for train or car rental bookings.

The following hotel guide prices are for a **single room per night excl. breakfast.**
For both the above-mentioned and undefined destinations, the aspects of economic efficiency, expedience and reasonableness have to be taken into consideration when selecting a hotel. Porsche AG is entitled to adjust the guide prices for hotel costs to take account of market and price movements. The current guide prices are published on vwgroupsupply.com.

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Hotel guide price 2026 (including VAT)

Germany		
Country / City	**Guide Price**	**Currency**
GERMANY	120	EUR

Europe		
Country / City	**Guide Price**	**Currency**
AUSTRIA	120	EUR
GREAT BRITAIN	135	GBP
London/Reading	200	GBP
SLOWAKIA	100	EUR
ITALY	120	EUR
Milan/Rome	150	EUR
CZECH REPUBLIC	95	EUR
SPAIN	120	EUR
Madrid/Barcelona	150	EUR
HUNGARY	100	EUR
FRANCE	140	EUR
Paris	180	EUR
ROMANIA	95	EUR
POLAND	425	PLN
NETHERLANDS	140	EUR
SWITZERLAND	160	CHF
PORTUGAL	110	EUR
SWEDEN	130	EUR
BELGIUM	140	EUR
DENMARK	1000	DKK
FINLAND	150	EUR
NORWAY	150	EUR
CROATIA	125	EUR

Intercontinental		
Country / City	**Guide Price**	**Currency**
USA	220	USD
Las Vegas	250	USD
Los Angeles	270	USD
Miami	230	USD
New York	330	USD
San Francisco/Palo Alto	290	USD
CHINA	900	CNY
Peking	1100	CNY
Shanghai	1100	CNY
Hong Kong	1300	HKD
CANADA	250	CAD
Montreal/Toronto/Vancouver	285	CAD
SOUTH COREA	240000	KRW
JAPAN	22000	JPY
Tokio	30000	JPY
UNITED ARAB EMIRATES	625	AED
BRAZIL	425	BRL