

## Glunz & Jensen Travel Policy

February 27<sup>th</sup>, 2023

### Purpose

#### Generally

Glunz & Jensen's travel policy determines which travel pattern is considered appropriate in relation to travelling initiated by the Company.

Glunz & Jensen's travel activities are planned and carried out with the aim of supporting the company's business activities. The travel policy strives to ensure that economic conditions as well as employees' comfort and working conditions are considered.

The travel policy applies to all employees in the Glunz & Jensen Group.

#### Overall policy

When traveling for Glunz & Jensen, the employee and the travel agency chosen by Glunz & Jensen must work together to ensure:

- the best possible economy in travel planning
- that the employee has appropriate working conditions
- that the facilities used (flights, hotels, etc.) are internationally recognized to a reasonable standard
- that account is taken of the fact that the traveler arrives in a reasonable time in relation to the purpose of the journey
- that there is the least possible "wasted time" during the trip.

#### Practical organization

All bookings of flights, hotels, rental cars, etc. are made by the employee himself through the travel agency via mail [book@marine-travel.dk](mailto:book@marine-travel.dk) or phone +45 86869311 or by Miriam Ivanova, [miv@glunz-jensen.com](mailto:miv@glunz-jensen.com). The travel agency is helpful with advice and suggestions for itinerary and other matters related to travel planning.

Handling of documents related to visa applications, etc. by the traveler themselves, with assistance from MIV if necessary.

### Tickets

#### Generally

Travel bookings and enquiries should, as far as possible, be carried out by sending mails, alternatively by contacting the travel agency by telephone or by contacting MIV if necessary.

It is the employee's own responsibility that the trip is approved by the immediate manager before the ticket is issued.

If several employees participate in the same trip, one of them must undertake the provision of travel information and coordination in relation to the travel agency.

### Especially regarding air travel

All the company's employees travel in economy class. Thus, it is the policy to travel cheaply, but that the planning takes into account a reasonable conduct of the trip, based on an assessment of, among other things, the total travel time, departure time and arrival times as well as stopovers, as well as upcoming activities upon arrival at the destination.

To get the best prices for flights, tickets should be booked as early as possible – which means approximately 28 to 14 days before the departure date.

Any bonus points accrue to travelers and can be used for private purposes.

The choice of travel supplier will not consider the employees' private interest in bonus points, and the choice will therefore be an objective assessment. Desire to earn points with a given company must never increase Glunz & Jensen's costs or the total travel time.

It is the individual traveler's own responsibility to create and maintain bonus cards.

Statements and attribution of bonus points are the individual employee's own responsibility.

### Delivery of tickets

Tickets and itinerary are electronic documents and sent by mail, and it is the employee's own responsibility to print the necessary travel documents, etc.

It is the traveler's own responsibility to check that the issued ticket and price are correct in relation to the order placed.

### Refund of tickets

Unused tickets will be sent by mail to the travel agency, which will arrange for any refund. If changes have been made to the ticket during the journey that have not been made via the travel agency, this must also be notified to the travel agency immediately after returning home.

## Hotels

The travel agency can reserve hotel rooms as part of the travel booking if necessary. Hotels of a reasonable standard ("Business Class Standard") are used when travelling for Glunz & Jensen. The choice of hotels is based on an assessment of price and quality. If it is necessary to book at hotels where the price per night exceeds an amount equal to USD 150, this must be approved in advance by the immediate manager.

Several of Glunz & Jensen's customers and subsidiaries have local hotel agreements that are often worthwhile to use. It is the traveler who is responsible for making the necessary hotel booking, with assistance from MIV if necessary.

## Phone and data

All travelling employees have a mobile phone that can be used in connection with the performance of work, including conversation and mails/data.

As telephone/data abroad may be associated with significantly increased costs, Glunz & Jensen has equipped its employees with a Teams account. The traveler should therefore - whenever possible - use WIFI. The use of data and voice roaming shall be avoided as far as possible.

## Cars

### Rental Cars

Glunz & Jensen preferred choice is AVIS. If AVIS is unavailable, use Hertz or SIXT.

Car reservations are made by the travel agency in connection with the travel booking if the need is known at the time of departure. Otherwise, the car reservation is made by the traveler themselves with assistance from MIV if necessary.

Mid-range cars are generally used.

When renting cars abroad, no supplementary insurance is required.

The employee must ensure that the rental of a car is approved by the immediate manager prior to booking.

### Parking

It is recommended that parking at airports, train terminals and the like be organized in such a way that parking is as cheap as possible as possible. In several places, it is possible to pre-book parking and at the same time obtain a reasonable discount, which is advantageously done when the flight ticket is issued.

### Private car

When using a private car, mileage records must be kept. Settlement of this is based on state tariffs. The form for this is downloaded from the intranet and filled out, after which the immediate manager approves. The form is handed over to the payroll office, which ensures payment with the next salary.

## Travel insurance

All employees who travel for Glunz & Jensen are covered by a travel accident insurance, which is currently taken out with Gouda.

The insurance covers accident, illness, repatriation, and luggage while travelling for the company.

A "Travel Insurance Card" is available here:

1. Travel card: [https://www.gouda.dk/en/forms/\\_/attachment/download/8e657eec-9c18-4beb-8f1b-68df7f8d197c:4bdbb3ba7dda02d6a0dced322763e547d84694d2/gouda-insurance-card-eng-erhverv-m-forklaring-jan18-formular.pdf](https://www.gouda.dk/en/forms/_/attachment/download/8e657eec-9c18-4beb-8f1b-68df7f8d197c:4bdbb3ba7dda02d6a0dced322763e547d84694d2/gouda-insurance-card-eng-erhverv-m-forklaring-jan18-formular.pdf)
2. App (Android): <https://play.google.com/store/apps/details?id=dk.gouda.goudaapp>
3. App (Apple): <https://appsto.re/dk/6LGNib.i>

The insurance number is DK-4722720.

It is the traveler's duty to ensure that the card is carried with you when travelling. On the "Travel Insurance Card" is stated information and contact information that is used if the traveler needs medical and hospital help abroad

In the event of lost or damaged baggage in connection with flights, the employee must ensure that the airline is reported to the airline. For the sake of insurance, a PIR report must be prepared by the airline.

In case of stolen or damaged luggage during the stay, this is reported to the local police. In case of theft, contact the bookkeeper, who can be helpful in further process with closing credit cards, etc.

Upon return, a claim is made (form is assigned from the Finance Department), which is sent to the insurance company.

## Travel expense reports and currency

### Travel expense report

No later than 8 days after returning home, the travel expense report is handed over to G&J finance.

Business expenses are covered on a bill-by-account basis. Glunz & Jensen does not cover expenses for private purchases.

If the travel expense report contains "expenses without supporting documents", the expense must be specified. If the company cannot accept the specification, "expenses without supporting documents" will be deducted from the employee's next salary.

### Credit card

Glunz & Jensen's travelers are equipped with an international credit card for payment of expenses related to the company. The company card may not be used for private purchases.

## Documents

### Visa applications

The traveler should check well in advance of their journey whether a visa is required for the country in question and how long it will take to obtain a visa.

If you need to apply for a visa, contact MIV for support (unless you are comfortable in applying yourself), who will take care of the further process with a link to the correct visa application, etc.

The employee is responsible for obtaining a written invitation from the country or company to be visited.

## Passport

The traveler must have a valid passport. Passports must be renewed approximately 6 months before the expiry of the old passport. It is the traveler's responsibility that the passport is valid.

## Private travel in continuation of company travel

Travelling employees may, after approval by the immediate manager, extend the trip for private reasons, provided that the trip will not be more expensive.

## Miscellaneous

### Useful advice and hints

- Remember a certificate of necessary medication that is brought with you on the trip. Pharmacies are competent to issue certificates so that the certificate can be obtained at the time of purchase of medicinal products.
- Always bring a passport on the journey; this also applies to travel within the Schengen countries, as it may be required as documentation.
- Never put passports, money, papers, and medicines in checked baggage.
- Information for travelling employees can be read on the
- Always check the below travel advice before travelling and while travelling
  - o <https://www.mzv.sk/en/web/en>
  - o <https://www.mzv.sk/en/services/travel-abroad>
  - o <http://um.dk/da/rejse-og-ophold/rejse-til-udlandet/>