



TRAVEL EXPENSES POLICY - EXTERNALS

General Rules

Travel for Henkel as well as entertainment shall be undertaken only for company business and in case ordinary business communication (e.g. video-/telephone conference or telepresence) is not appropriate to attain the business goal.

This document refers to and is applicable only in case of international travel. For domestic travel, onsite/remote rates apply as per service contract.

It is the Henkel consultant's responsibility to generally choose the most cost-efficient and sustainable means of transportation, respectively accommodation. Henkel reimburses the consultant for travel, entertainment and other in this document described expenses incurred in connection with company business. Each consultant shall properly document all expenses for triggering reimbursement process as described further in this document.

Any activities that require reimbursement need to be pre-approved by Henkel, usually in persona of the Henkel "project manager" or "hiring manager", in writing prior to conducting it.

Henkel is not responsible for any personal tax consequences that may be associated with the business travel.

Unless otherwise required for business reasons, consultants traveling for Henkel are expected to:

- schedule travel, meetings and events to coincide with low-cost travel opportunities if possible and further to avoid "blackout dates" in cities or hotels, and
- plan ahead and book their trip as far in advance as possible, at least 14 days prior to the planned departure, to receive the lowest possible rates; Personal benefits related to frequent traveler programs must not be the basis for the selection of specific services or airline choice. Henkel is not responsible for any personal tax consequences that may be associated with the use of frequent traveler programs.



Travel costs

Flights

All flights must be booked in economy class at the lowest logical airfare.

Selected flight cost must be below the air cap as defined in **Appendix 1** of this document. If the flight cost exceed these caps, Henkel will only reimburse the costs up to the capping value.

In some major cities, there are multiple airports which serve the location. If a lower fare is offered into an alternative airport - compared to the traveler's requested airport - it is recommended that the traveler accepts this option.

Rail

Rail-traveling must be booked in 2nd class.

Car Rental

Consultants traveling alone or with one other person must book "compact" or "economy" size cars. For more than two people per car, booking an "intermediate" or "full-size" car is permitted. Premium or luxury car rentals are not refundable.

Consultants must in general return cars with a full tank to avoid the high refueling fees charged by these companies.

Fees and valeting services are not reimbursable.

Private or Company cars

The use of a private or company car is not reimbursable.

Hotels

Invoices for overnight accommodation are to be paid by the traveler him/herself. Invoices are to be issued on the name of the traveler/traveler's company and invoice copy is to be submitted along the reimbursement request.

Only actual accommodation costs will be reimbursed (example; minibar costs will not be reimbursed even if part of hotel invoice)



Selected rate caps (so-called “hotel caps”) for all major cities and locations worldwide are implemented by Henkel. Any hotel room booked needs to comply to these rates. Please see **Appendix 1** for city cap details. If the hotel cost exceed these caps, Henkel will only reimburse the costs up to the capping value.

The maximum duration of each trip should not exceed 3 nights. Longer stay should be validated by Henkel contact person in advance explicitly.

Other expenses

Taxi costs are reimbursed, if they are supported by the appropriate documents and it can be plausibly explained that the taxi was used for a business purpose. Taxi costs / kilometer allowance for trips between home and the primary place of work are not refunded.

Public transportation such as bus, train, tram is preferred over taxi and is reimbursable.

Tips (for meals, taxi, cloakroom, porters, etc.) are not reimbursed

Charges for phone calls, copies, printouts and other expenses, such as for laundry services or the purchase of clothes are not reimbursable.

Expenses for Meals will not be reimbursed, i.e. meal allowances (per diems) as per Federal Ministry of Finance cannot be billed to Henkel.

Travel time

Time spent for travelling purposes, e.g. as a percentage of the hourly or daily rates of the consultant, is not reimbursed by Henkel.

Claim for travel expense

The travel expense claim includes:

- Travel costs (air, train, bus, taxi, car rental)
- Accommodation costs
- incidental travel expenses, if these are incurred as the result of the consultant's work outside the office for professional reasons

Travel expenses do not include expenses for trip between home and the primary place of work, even if these are incurred in order to begin the business trip from there, receive orders, submit reports or carry out similar work associated with the trip.



The primary place of work is the stationary operational facility of the requester, an affiliated company or a third party designated by the requester to which the consultant is permanently assigned. For each employment status the consultant can only have one primary place of work.

Work outside the office for professional reasons ("business trip") applies if the consultant works away from his or her home and his or her primary place of work.

Form of the travel expense claim

The claim for travel expenses must be done by using the standard Henkel template and must contain all information about the destination, reason and duration of each trip (days and times).

The claim for travel expenses should be submitted in following way:

1. **Template for reimbursement** as per **Appendix 2** of this document should be filled
2. All invoice copies, ticket and boarding pass copies should be attached
3. Filled Template for reimbursement along with invoice/ticket/boarding pass copies should be consolidated in a PDF document.
4. PDF document (claim for travel expenses) is to be submitted together with service invoice to Henkel. Service invoice should clearly display separate line referring to expense claim and matching total amount as stated in Template for reimbursement.
5. E-mail with a pre-approval by Henkel responsible person as stated in template for reimbursement must be attached when submitting claim for travel expenses

Deadlines

The reimbursement process for the travel expenses must be carried out immediately after the trip, i.e. not later than one month after the consultant's return. All travel expenses must be brought to account by the end of the calendar year! Expense claims that are submitted after this deadline without an important reason will not be refunded!



Appendix 1: Henkel Air & Hotel Caps

Henkel Air Caps

- Caps are displayed in local currency and depend on flight duration only from the point of sale

Point of Sale (Starting point of Travel)	Currency	One-way		Round-Trip & Complex Trip			
		Flights <3h	Flights 3-6h	Flights <3h	Flights 3-6h	Flights 6-12h	Flights > 12h
Euro Zone	EUR	200	275	400	550	5.000	6.000
Algeria	DZD	29.766	38.696	59.531	77.391	595.313	714.376
Argentina	ARS	4.348	5.652	13.000	24.000	124.000	150.000
Australia	AUD	275	300	550	800	3.500	7.500
Bosnia Herzegovina	BAM	489	636	978	1.271	9.779	11.735
Brazil	BRL	600	900	1.750	2.275	11.000	15.000
Bulgaria	BGN	489	636	978	1.271	9.781	11.737
Canada	CAD	364	473	650	946	6.500	8.736
Chile	CLP	180.921	235.197	361.841	470.393	3.618.409	4.342.091
China	CNY	1.500	2.000	2.800	4.000	20.000	25.000
Colombia	COP	500.000	800.000	1.000.000	2.200.000	5.000.000	10.000.000
Costa Rica	CRC	162.935	211.816	325.870	423.631	3.258.697	3.910.436
Croatia	HRK	1.853	2.409	3.706	4.818	37.063	44.475
Czech Republic	CZK	6.659	8.656	13.317	17.312	133.167	159.800
Denmark	DKK	1.859	2.417	3.718	4.834	37.184	44.620
Dominican Republic	DOP	13.259	17.237	26.518	34.473	265.178	318.214
Egypt	EGP	4.100	11.000	8.900	14.000	40.000	52.000
Guatemala	GTQ	2.093	2.721	4.185	5.441	41.854	50.225
Hong Kong	HKD	2.132	2.772	4.264	5.543	42.639	51.167
Hungary	HUF	77.352	100.558	154.704	201.116	1.547.044	1.856.453
Indonesia	IDR	3.651.148	4.746.493	7.302.296	9.492.985	73.022.958	87.627.550
Israel	ILS	989	1.286	1.978	2.572	19.784	23.740
Japan	JPY	30.000	47.000	70.000	95.000	620.000	780.000
Jordan	JOD	203	263	405	526	4.046	4.855
Kazakhstan	KZT	90.700	117.910	181.400	235.820	1.814.000	2.176.800
Kenya	KES	28.971	37.662	57.942	75.324	579.415	695.298
South Korea	KRW	311.215	404.580	622.430	809.159	6.224.298	7.469.158



Malaysia	MYR	1.195	1.553	2.389	3.106	23.891	28.669
Mexico	MXN	3.000	5.000	5.600	14.000	62.000	80.000
New Zealand	NZD	5.254	6.831	10.508	13.661	105.085	126.102
Norway	NOK	2.316	3.011	4.631	6.021	46.314	55.577
Pakistan	PKR	28.737	37.358	57.473	74.715	574.734	689.681
Peru	PEN	893	1.161	1.786	2.322	17.862	21.435
Philippines	PHP	13.712	17.825	27.423	35.650	274.232	329.079
Poland	PLN	1.062	1.381	2.124	2.761	21.236	25.484
Romania	RON	1.144	1.487	2.287	2.973	22.872	27.446
Russia	RUB	15.886	20.651	31.771	41.302	317.710	381.252
Saudi Arabia	SAR	1.028	1.336	2.055	2.671	20.548	24.657
Serbia	RSD	30.330	39.429	60.660	78.858	606.602	727.922
Singapore	SGD	383	497	765	994	7.647	9.177
South Africa	ZAR	3.606	4.688	7.212	9.376	72.124	86.548
Sweden	SEK	2.404	3.126	4.808	6.251	48.084	57.701
Switzerland	CHF	270	352	540	703	5.405	6.486
Taiwan	TWD	8.345	10.849	16.690	21.697	166.899	200.279
Thailand	THB	9.441	12.273	18.881	24.545	188.807	226.569
Tunisia	TND	693	900	1.385	1.800	13.846	16.615
Turkey	TRY	989	1.285	1.977	2.570	19.766	23.720
Ukraine	UAH	7.442	9.674	14.883	19.347	148.826	178.591
United Arab Emirates	AED	994	2.600	1.900	3.500	12.000	18.500
United Kingdom	GBP	216	281	432	561	4.318	5.182
United States	USD	232	352	500	704	4.500	6.500
Venezuela	VEF	2.750	3.574	5.499	7.148	54.987	65.984
Vietnam	VND	6.225.104	8.092.635	12.450.207	16.185.269	124.502.069	149.402.483
Venezuela	VEF	2.750	3.574	5.499	7.148	54.987	65.984
Vietnam	VND	6.225.104	8.092.635	12.450.207	16.185.269	124.502.069	149.402.483



Henkel hotel caps

- Depending on local regulations, caps are displayed including or excluding taxes.
- Hotel Service Charges are not included
- Caps in EUR in addition to local currency are shown for informational purposes

1. Check If the destination is part of the list

Henkel Region	City	Currency	Including Taxes?	Cap in LC	Cap in EUR
APAC	ADELAIDE	AUD	Y	230	129 €
IMEA	ALGIERS	DZD	N	20.000	150 €
CIS	ALMATY	USD	N	117	106 €
NORAM	AMESBURY	USD	N	150	135 €
WEC	AMSTERDAM	EUR	Y	170	170 €
NORAM	ARLINGTON TX	USD	N	120	108 €
WEC	ATHENS	EUR	Y	165	165 €
APAC	AUCKLAND	NZD	Y	245	137 €
NORAM	AUSTIN	USD	N	130	117 €
IMEA	BANGALORE	INR	N	7.000	86 €
APAC	BANGKOK	THB	N	3.814	109 €
WEC	BARCELONA	EUR	N	140	140 €
NORAM	BEACHWOOD OH/NORTH CANTON OH	USD	N	139	126 €
WEC	BELGRADE	EUR	N	100	100 €
WEC	BILBAO	EUR	Y	110	110 €
NORAM	BLOOMINGTON	USD	N	150	135 €
LATAM	BOGOTA	USD	N	110 USD (388,000 COP)	99 €
NORAM	BOWLING GREEN KY	USD	N	122	110 €
NORAM	BRANDON/SIOUX FALLS	USD	N	122	110 €
CEE	BRATISLAVA	EUR	Y	84	84 €
NORAM	BRIDGEWATER NJ	USD	N	185	167 €
WEC	BRUSSELS	EUR	Y	170	170 €
WEC	BROMMA/ STOCKHOLM	SEK	Y	1.325	123 €
CEE	BUCHAREST	EUR	Y	100	100 €
CEE	BUDAPEST	EUR	N	85	85 €
LATAM	BUENOS AIRES	USD	N	169	153 €
APAC	CAIRNS	AUD	Y	195	109 €
IMEA	CAIRO/NEW CAIRO	USD	N	144	130 €
LATAM	CALI	COP	N	270.000	62 €
NORAM	CANNON FALLS MN	USD	N	111	100 €



IMEA	CAPETOWN	ZAR	Y	2.250	126 €
NORAM	CEDAR RAPIDS IA	USD	N	139	126 €
NORAM	CHANHASSAN MN/EDEN PRARIE MN/MINNETONKA MN	USD	N	130	117 €
NORAM	CHARLESTON WV	USD	N	132	123 €
APAC	CHENGDU	CNY	N	580	75 €
IMEA	CHENNAI	INR	N	6.300	77 €
NORAM	CHERRY HILL NJ	USD	N	127	115 €
NORAM	CHICAGO	USD	N	176	159 €
NORAM	CHINO HILLS CA/POMONA CA	USD	N	144	130 €
APAC	CIKARANG INDONESIA	USD	N	77	70 €
IMEA	DUBAI	AED	N	650	160 €
WEC	DUBLIN	EUR	Y	165	165 €
WEC	DUSSELDORF	EUR	Y	129	129 €
NORAM	EAST NORRITO PA/PLYMOUTH MEETING PA/NORTH WALES PA	USD	N	144	130 €
WEC	EINDHOVEN	EUR	Y	115	115 €
RUSSIA	EKATERINBURG	RUB	N	6.000	75 €
WEC	FERENTINO	EUR	Y	75	75 €
WEC	FRANKFURT AM MAIN	EUR	Y	140	140 €
WEC	GEEL	EUR	Y	135	135 €
NORAM	GOLETA/SANTA BARBARA CA	USD	N	255	230 €
NORAM	GREENVILLE	USD	N	137	124 €
WEC	GRONINGEN	EUR	Y	100	100 €
LATAM	GUATEMALA CITY	USD	N	100	90 €
IMEA	GURGAON	INR	N	5.200	64 €
WEC	HAMBURG	EUR	Y	140	140 €
APAC	HANOI	USD	N	126	114 €
NORAM	HAZLETON PA	USD	N	122	110 €
WEC	HEIDELBERG	EUR	Y	126	126 €
WEC	HELSINKI	EUR	Y	160	160 €
WEC	HEMEL HEMPSTEAD	GBP	Y	115	128 €
APAC	HO CHI MINH CITY	VND	Y	3.000.000	114 €
APAC	HONG KONG	HKD	N	1.200	139 €
WEC	HOUTEN/UTRECHT/NIEUWEGEIN	EUR	Y	130	130 €
NORAM	INDIANAPOLIS	USD	N	155	140 €
IMEA	ISTANBUL	EUR	N	101 (710 TRY)	101 €
IMEA	IZMIR	EUR	N	101 (710 TRY)	101 €
APAC	JAKARTA	USD	N	133 USD (1.800.000 INR)	120 €
APAC	JILIN/CHANGCHUN	CNY	N	580	75 €
CEE	KIEV	UAH	Y	2.160	76 €
APAC	KUALA LUMPUR/IPOH	MYR	N	375	79 €



LATAM	LIMA	USD	N	155	140 €
WEC	LISBON	EUR	N	110	110 €
WEC	LONDON	GBP	Y	202	224 €
NORAM	LOUISVILLE KY	USD	N	150	135 €
NORAM	MADISON HEIGHTS MI/ROYAL OAK MI	USD	N	122	110 €
WEC	MADRID	EUR	N	125	125 €
APAC	MANILA/ MAKATI CITY	PHP	N	6.200	110 €
CEE	MARIBOR	EUR	Y	80	80 €
NORAM	MARINA DEL REY	USD	N	267	241 €
APAC	MELBOURNE /SOUTH YARRA	AUD	Y	256	143 €
WEC	MILAN	EUR	Y	106	106 €
NORAM	MILWAUKEE	USD	N	169	153 €
CIS	MINSK	USD	Y	122	108 €
RUSSIA	MOSCOW	RUB	N	7.756	97 €
IMEA	MUMBAI	INR	N	8.000	100 €
NORAM	MUNCIE IN	USD	N	122	110 €
WEC	MUNICH	EUR	Y	142	142 €
WEC	MURCIA	EUR	Y	90	90 €
IMEA	NAIROBI	USD	Y	111	100 €
IMEA	NAVI MUMBAI	USD	N	72	65 €
NORAM	NEW YORK	USD	N	340	306 €
WEC	NICOSIA	EUR	Y	165	165 €
NORAM	NORTH CHARLESTON	USD	N	122	110 €
NORAM	NORWALK/TRUMBUL	USD	N	127	115 €
NORAM	OAK BROOK/OAKBROOK TERREACE IL	USD	N	139	126 €
APAC	OSAKA	JPY	Y	23.000	193 €
LATAM	PANAMA CITY	USD	N	89	81 €
WEC	PARIS/BOULOGNE BILLAN COURT	EUR	Y	185	185 €
APAC	QUINGDAO	CNY	N	1200	155 €
IMEA	RIYADH	SAR	N	550	136 €
NORAM	ROCKY HILL/CROMWELL	USD	N	133	120 €
IMEA	ROSEBANK/ JOHANNESBURG / SANDTON	ZAR	Y	1930	108 €
NORAM	SALISBURY	USD	N	122	110 €
NORAM	SALT LAKE CITY	USD	N	144	130 €
CIS	SAMARA	RUB	N	5.500	65 €
NORAM	SAN FRANCISCO	USD	N	275	248 €
LATAM	SANTIAGO	CLP	N	95.000	102 €
LATAM	SAO PAULO	BRL	N	500	95 €
NORAM	SCOTTSDALE	USD	N	170	153 €
APAC	SEOUL	KRW	N	259.000	193 €
APAC	SHANGHAI	CNY	N	963	124 €
APAC	SHENZHEN	CNY	N	900	116 €



APAC	SINGAPORE	SGD	N	270	172 €
NORAM	SIOUX CITY	USD	N	127	115 €
NORAM	SIOUX FALLS	USD	N	133	120 €
CEE	SOFIA	BGN	N	200	103 €
NORAM	SOMERSET/PISCATAWAY	USD	N	134	121 €
RUSSIA	ST. PETERSBURG	RUB	N	6.505	81 €
NORAM	STAMFORD CT/OLD GREENWICH CT/RIVERSIDE CT	USD	N	180	162 €
APAC	SYDNEY/ MANLY / BAULKHAM HILLS / BELLA VISTA	AUD	Y	268	150 €
APAC	TAIPEI	TWD	N	5800	174 €
APAC	TOKYO	JPY	N	25.000	209 €
NORAM	TROY	USD	N	122	110 €
CEE	VIENNA	EUR	Y	110	110 €
CEE	WARSAW	PLN	Y	380	87 €
APAC	YOKOHAMA	JPY	N	17.000	142 €

2. If the destination is NOT part of the city list
--> Check country list

Henkel Region	Country	Currency	Including Taxes?	Cap in LC	Cap in EUR
IMEA	TURKEY	EUR/ TRY	N	72 EUR / 500 TRY	72 €
APAC	THAILAND	THB	N	3400	97 €
LATAM	BRAZIL	BRL	N	400	76 €
APAC	INDONESIA	USD	N	88	80 €
APAC	MALAYSIA	MYR	N	375	79 €
LATAM	MEXICO	USD	N	100 USD / MXN to be converted accordingly	90 €
CIS	RUSSIA	RUB	N	5.500	65 €
APAC	CHINA	CNY	N	776	100 €
WEC	GERMANY	EUR	Y	120	120 €
NORAM	UNITED STATES	USD	N	195	176 €
NORAM	CANADA	CAD	N	250	163 €



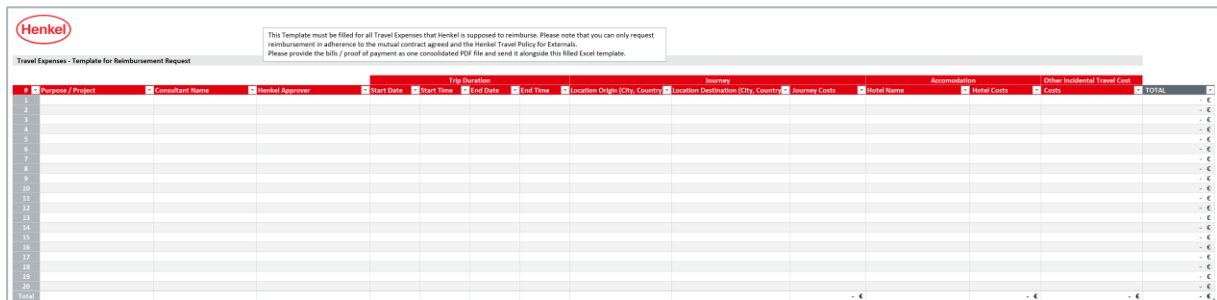
3. If the destination is NOT part of the city or country list

Henkel Region	Country	Currency	Including Taxes?	Cap in LC	Cap in EUR
WORLD	ALL OTHER COUNTRIES	EUR	N	TO BE CONVERTED	190 €

PLEASE CONVERT TO THE LOCAL CURRENCY OF THE COUNTRY OF STAY

Appendix 2: Template for Reimbursement

The template for reimbursement of expenses can be downloaded under: <https://www.henkel.com/company/partners-and-suppliers/suppliers> in the section “Further Downloads”.



Henkel													
This Template must be filled for all Travel Expenses that Henkel is supposed to reimburse. Please note that you can only request reimbursement in adherence to the mutual contract agreed and the Henkel Travel Policy for External. Please provide the bills / proof of payment as one consolidated PDF file and send it alongside this filled Excel template.													
Travel Expenses - Template for Reimbursement Request													
Purpose / Project	Consultant Name	Henkel Approver	Trip Duration				Journey		Accommodation		Other Incidental Travel Cost	TOTAL	
			Start Date	Start Time	End Date	End Time	Location Origin (City, Country)	Location Destination (City, Country)	Journey Costs	Hotel Name	Hotel Costs	Costs	
1													€
2													€
3													€
4													€
5													€
6													€
7													€
8													€
9													€
10													€
11													€
12													€
13													€
14													€
15													€
16													€
17													€
18													€
19													€
20													€
Total									€		€	€	€

Whenever Henkel consultants include a line item “travel expenses” in invoices, this Excel template needs to be filled and sent in addition to the invoice, converted into PDF format. For the avoidance of doubt, travel reimbursement must be pre-approved as outlined in section “General rules” of this document.

The template must always contain:

- Purpose / Project
- Consultant Name
- Henkel Contact Person that has pre-approved the trip
- Duration of the trip
 - Start Date
 - Start Time
 - End Date
 - End Time
- Journey
 - Location Origin (City, Country)
 - Location Destination (City, Country)
 - Costs
 - Bills as attachment (PDF)
 - Boarding Pass / e-Tix confirmation (PDF)
 - Proof of Payment (PDF)
- Accommodation
 - Hotel Name
 - Costs
 - Bills as attachment (PDF)
- Other Incidental Travel Cost
 - Costs
 - Bills as attachment (PDF)