TRAVEL EXPENSES POLICY 2026 - FICTIONAL EXAMPLE

Status: CURRENT since 1 March 2026. It replaces the 2025 policy.

1. Meals: maximum of 27 euros per day of travel.
2. Accommodation: maximum of 95 euros per night.
3. Mileage with your own vehicle: 0.26 euros per kilometer.
4. Receipts must be submitted within ten days.
5. Trips abroad need prior approval from management.