



28DIGITAL
Rue Guimard 7
1040 Brussels
Belgium

Travel and Expense Reimbursement Policy

28DIGITAL

v13 – 2026

www.28digital.eu

Introduction

This document describes the travel and expense reimbursement policy of 28DIGITAL IVZW and all its subsidiaries. This policy is applicable for employees and contractors that travel on behalf of 28DIGITAL. 28DIGITAL uses Rydoo.com and BizAway.com to process travel and expense reimbursements of employees, contractors, scaleups and experts. For third-party travelers there is a separate policy document and a different procedure to report and submit the receipts (please contact procurement@28digital.eu in case you need to reimburse another third-party – e.g. a candidate travelling to one of our offices for a job interview). Each traveler should book the lowest available rate for all travel categories – airfare, hotel, meals, refreshments, train, ground transport, rental car, etc. Travel reimbursement (Rydoo) can be used only for travel related expenses, i.e.: entry fees, licenses, legal formalities, office supplies, and any not travel related expenses must be processed via procurement process (PAF or PCAF).

Activity and Task

28DIGITAL is required to report to EIT and other funding agencies on an annual basis all travel expense details and their relationship to the Activities in the Business Plans and Grant Agreements. Therefore, the traveler should use the assigned Project (Activity and Task) for the year in which the trip will be/is made.

Trip

- A traveler must define a trip and request for approval from the functional manager of that trip in advance of incurring expenses. Document with justification for the trip (agenda, invitation, request from manager, etc.) needs to be uploaded as attachment to the trip. After approval the trip is verified and put in the control state.
- The trip name should be in the following format: YYYYMMDD_TRIPNAME
- Only trips from/to the home address or office address will be reimbursed. Starting or ending trip from different location is only possible if the trip is immediately followed by next trip or with previously signed exception form.
- Trips for an event can start one day before the event, and finish one day after the event, if there are no travel options for the exact start or finish day for the event. If employee wants to stay longer for extended dates, these conditions must be fulfilled and documented (uploaded to Rydoo):
 - The transportation for the extended dates is same price or cheaper than the regular dates
 - The hotel and any expenses are not covered for the extended dates
 - Given our employee handbook allows only working from the same country as the labor contract, if the trip is to a different country than the contract of the employee, and the extended dates include working dates, the employee must take vacations for these dates.
- Commuting from home to the office is not considered a business trip.
- The trip name, once approved by the functional or line manager, and controlled by the COO is required to be included in any bookings via the BizAway platform. No bookings are permitted on this platform without a prior controlled trip.
- Only after approval / control of the trip, expenses can be submitted in Rydoo for reimbursement.
- Once the trip is completed, a document must be stored as a trip attachment in Rydoo providing evidence that the trip was made in the context of an 28DIGITAL Activity. Evidence may be a presence list of the meeting, minutes of the meeting detailing the participants, an email confirming a visit to a partner, entry ticket for trade fair etc. The evidence needs to be in a form (pdf) and style to allow auditors to perform this verification, a selfie is not sufficient evidence.

Travel

- Air travel:
 - economy class for European and intercontinental travel
 - for Chairperson and CEO: business class for intercontinental travel
- Train travel:
 - first class
- Rental Car: Class B or C – VW Golf or equivalent to economy
- Private car: reimbursement of 0.4297 €/km or based on local (tax) regulations, with a maximum of 0.50 €/km.
 - As a guideline, private car should only be used when an alternate public transport option is not available; private car trips higher than 100 € should only take place under exceptional circumstances and supported by an exception approval (to be stored as a Rydoo expense attachment)
- Uber/Bolt/FreeNow based on local tariff
 - As a guideline, taxi trips should only be used when an alternate public transport option is not available or there is an urgency (explanation needed); taxi trips higher than 100 € should only take place under exceptional circumstances and supported by an exception approval (to be stored as a Rydoo expense attachment).
 - Employees will preferentially use corporate accounts for Bolt, FreeNow or Uber if available at the location. Regular taxi or other provider only in case of non-availability of Bolt or Uber or FreeNow (screenshot needed)
- Travel is reimbursed to and from home or business address of employee
- For air, train and rental car travels, using Bizaway platform is compulsory. Rydoo can be used in exceptional cases, only with previously signed exception form or when Bizaway does not offer the flight (screenshot needed)

Hotel

- Business segment hotels such as Mercure (at a rate of approximately 150-175 € / night)
 - Hotel rates higher than 200 € / night are considered high. In those cases, an exception approval is required (directly via BizAway or to be stored as a Rydoo expense attachment if alternately booked).
 - Hotels up to four stars, as well as be compliant with rules set up in Bizaway regarding prices.
- In case a block booking service is provided by the local 28DIGITAL organization it is required to use this service, in case of deviation an exception has to be stored as a trip attachment in Rydoo.
- Room entertainment such as movies or minibar will not be reimbursed.
- Hotel stay will include breakfast
- For hotels, using Bizaway platform is compulsory. Rydoo can be used in exceptional cases, only with previously signed exception form or when Bizaway does not offer the hotel (screenshot needed)

Meals

- Meals for employees are reimbursed at actual cost based on reasonable amounts for mid-segment restaurants (at a rate of circa 30 € / lunch, and 50 € / dinner – anything above is considered high and not reimbursed).
- Only own meals are covered. For invitation to other employees or third parties, it is only possible with company credit/debit card and with explicit approval of the card owner cards or CxO/Director level for justified business reasons.
- Breakfast will be only reimbursed in case the hotel does not offer this service (screenshot from Bizaway is needed)
- Refreshments are reimbursed up to 10 € per day, upon expenses.
- Alcoholic drinks need to be reasonable (e.g. one drink per meal).

Tips

Tips which are not obligatory are not reimbursable. In some countries the invoice of the restaurant includes a certain mandatory amount as payment for the 'service'. In this case, the amount may be considered reimbursable.

Approval

- Only expenses with a receipt, invoice or an approved exception can be submitted.
- A credit card slip is not a receipt because it does not contain a description of the goods and services provided and does not specify the VAT that may be included.
- All expenses to be reimbursed by 28DIGITAL must be approved by the functional manager and are validated (controlled) by accounting.

Exchange Rate

Rydoo supports two mechanisms for exchange rate conversion:

- By default, Rydoo uses the exchange rate of XE.com to convert all expenses with a foreign currency into the Rydoo account currency.
- Manual: exchange rate can be adjusted based on the actual exchange rate applied by the bank or credit card provider. In those cases, the evidence of the applied exchange rate needs to be added as an attachment to the expense.

Exceptions

- Due to the strategic, representational, and time-critical nature of the Chief Executive Officer's responsibilities, specific travel provisions may apply that differ from standard employee travel rules. The trips and expenses are approved by the CFO/COO.