

Travel by car equal to or **more** than 301 KM one-way



Scenario

1. **Using car only:** starts travel on the day before and ends the day of/after the meeting date/s

Are accommodation invoices and proof of payment provided?

Yes

Daily Allowance

Yes

Reimburse the use of a car?

Yes

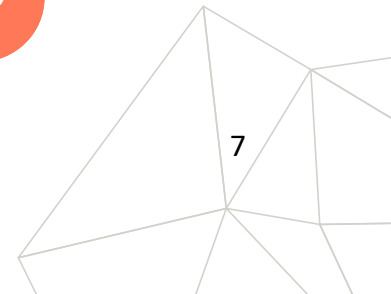
NO

Daily Allowance

Reimburse DA only for the dates signed on the attendance list

Reimburse the use of a car?

NO



Travel by car equal to or **more** than 301 KM one-way



Scenario

2. Using car + plane, train, bus or ferry: starts to travel the day before and ends the day of/after the meeting date/s

Are accommodation invoices and proof of payment provided?

Yes

Daily Allowance

Yes

Reimburse the use of a car?

Yes

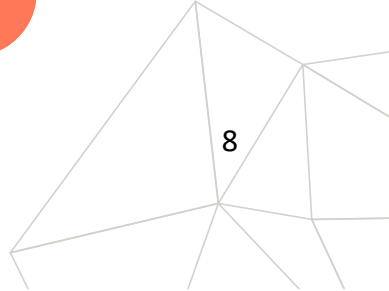
NO

Daily Allowance

Yes, according to travel dates as shown on the e-ticket, train, bus or ferry tickets

Reimburse the use of a car?

NO



Travel by car **less** than 301 KM one way



Scenario

1. **Using car only:** starts travel on the day before and ends the day after the meeting date/s

Are supporting documents provided?
(accommodation or meal invoices)

Yes

Daily Allowance

Yes

Reimburse the use of a car?

Yes

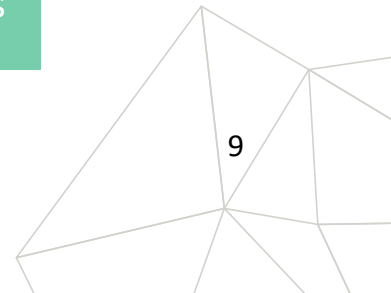
NO

Daily Allowance

Reimburse DA only for the dates signed on the attendance list

Reimburse the use of a car?

Yes



Travel by car **less** than 301 KM one-way



Scenario

2. Using car + plane, train, bus, or ferry: starts travel the day before and ends the day after the meeting date/s

Are supporting documents provided?
(accommodation or meal invoices)

Yes

Daily Allowance

Yes

Reimburse the use of a car?

Yes

NO

Daily Allowance

Yes, according to travel dates as shown on the e-ticket, train, bus or ferry tickets

Reimburse the use of a car?

Yes

