

# Hitachi Rail Global Travel Policy

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Employee Procedure	GLOBAL
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## REVISION HISTORY

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# 1 INTRODUCTION

## 1.1. Purpose

This policy describes how Hitachi Rail sets the global guidelines for all travel approvals and bookings including air travel, ground travel and accommodation. It ensures that the class of services used by employees are consistent, reasonable, and controlled and guarantee the safety and security of employees while travelling. In addition to this global policy, employees are required to follow local appendices and instructions where applicable.

The purpose of this policy is to provide to all employees with clear and understandable global travel management guidelines to:

- Define responsibility and requirement for Hitachi Rail business travel.
- Optimise the value of travel while ensuring employee safety, security, and productivity.
- Consider the environmental impact.
- Assure cost consciousness, cost control and cost savings.
- Maximise the ability to leverage discounted rates with identified preferred suppliers and reduce travel expenses by utilising the identified preferred suppliers.

## 1.2. Scope and Applicability

This policy applies to all Hitachi Rail employees\* including fixed term and expats as well as job candidates travelling for recruitment purposes. In addition to this global policy, employees are required to follow local appendices and instructions where applicable.

\*Excluding employees in Japan such as Hitachi, Ltd.

This policy is not automatically applicable to contractors and consultants.

## 1.3. Effective Date

This policy is applicable as soon as it is published. The company reserves the right to change this policy at any time, without prior notice.

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## 2 REFERENCE

### 2.1. GBMS Reference Documents

< List of all the latest published version of GBMS documents the activities described in this document must comply with >


### 2.2. Non-GBMS Reference Documents

< List of all the latest published version of non-GBMS documents (e.g. ISO 9000:2015) the activities described in this document must comply with >

CPL-POL-HR-01-01-EN	Anti-Bribery & Anti-Corruption Policy

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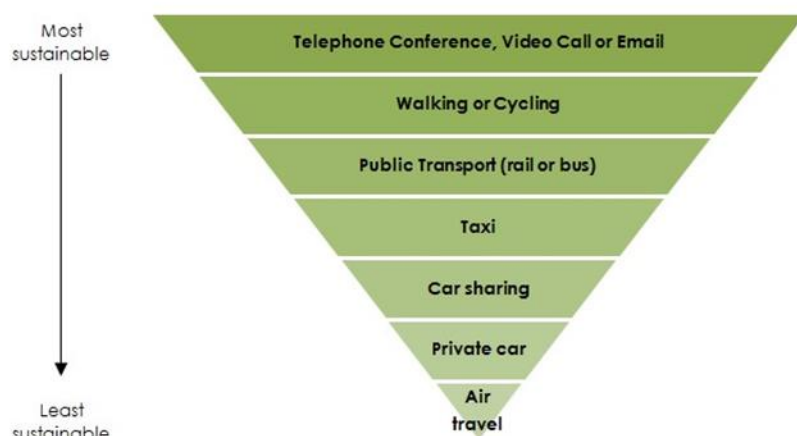
## 3 GUIDING PRINCIPLES

### 3.1. Responsibility

Business travel is only allowed if the intended purpose cannot be achieved in a more cost-effective manner using alternatives such as calls, videocalls, emails and other communication systems.

It is the responsibility of employees and their managers to check and confirm that the intended meeting purpose cannot be achieved by other means and that the balance between cost and benefit is reasonable - not only in economic terms but also in terms of effectiveness and employee well-being. Particular attention should be paid to inter-office travel, which must be kept to a minimum (especially for internal meetings).

When travel cannot be avoided, employees should consider the most sustainable travel option available according to the hierarchy below.



### 3.2. Environmental Sustainability

Hitachi Rail's mission of advancing a sustainable energy future for all should underpin all travel and expense decisions. Therefore:

- The most environmentally friendly/sustainable mode of transport should always be used.
- Managers and meeting sponsors should always carefully consider whether face-to-face meetings requiring business travel are needed, or whether virtual meetings would suffice.

### 3.3. Cost Consciousness

Business travel represents a large expense for the business. Therefore:

- Employees, meeting sponsors and line managers should be mindful of cost considerations when making all business travel decisions.
- Bookings should be made in advance, according to the advance booking date requirements.

### 3.4. Safety, Integrity and Accountability

The ethos of safety, integrity and accountability should be at the core of all business travel and other travel expense decisions. For example (but not limited to): (i) whether travel is necessary; (ii) whether the mode of transport selected is suitable and complies with this policy; (iii) whether the accommodation booked is reasonable; (iv) whether the cost involved is reasonable and justifiable; and (v) whether safety has been considered.

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### 3.5. Employee Responsibilities

When travelling or incurring business expenses on behalf of Hitachi Rail, all employees are expected to comply with this global policy and local appendices and instructions where applicable.

Employees are required to:

#### [Travel requirements]

- Ensure they are aware of travel restrictions, passport/visa requirements and other pre/post travel requirements when planning the business trip.
- Arrange and support required for the processing of visas (e.g. invitation letters) sufficiently in advance of the intended travel date.
- Check the travel risk status of the destination and ensure they (i) have had the recommended vaccinations; (ii) are in appropriate health to undertake the proposed trip.
- Ensure that their travel documents are up-to-date and adhere to the requirements of the destination.
- Be aware of whether their country of departure requires them to set up a manual profile as per travel security.

#### [Booking]

- Book all travel through the company designated global travel portal (when applicable);
- Make all bookings in accordance with the required advance booking date – unless the decision for the business trip was taken outside these timelines.
- Make all bookings from country of departure.
- Cancel bookings in a timely manner.
- Follow due process e.g. obtain necessary consents prior to travel.
- Never use company travel tools to book personal travel, even at their own expense.

#### [Expenses]

- Submit expenses within a specified timeline after the transaction date.
- Submit expenses in a sufficiently detailed manner and provide receipts.
- Behave responsibly.
- Be judicious regarding spending and expenses.

### 3.6. Managers Responsibilities

Managers play a crucial role in ensuring that this policy is followed and that the Guiding Principles referred to in section 3 are put into practice.

Accordingly, line managers are responsible for:

- Critically considering whether a business trip is required and reasonable or whether a virtual meeting would suffice.
- Carefully reviewing approval requests and travel notifications to ensure they comply with this policy and the applicable local appendices.
- Keeping abreast of the provisions of this policy and the applicable local appendices and advising their direct reports accordingly.
- Reviewing expenses submitted by direct reports for validity, accuracy, compliance, and documentation prior to timely approval.
- Judiciously assessing the exceptions outlined in the local appendices.

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- Checking the safety situation of the proposed travel destination. Managers have a duty to ensure that any proposed trip is safe and necessary.

### 3.7. Global and Local Travel Manager Responsibilities

The Global Travel Manager is responsible for the travel strategy ensuring coordination of the Local Travel Managers, global travel expenditure analysis and putting in place opportunities to guarantee cost savings and better travel conditions for all employees.

The Local Travel Managers are responsible for applying the rules and policy assigned by the expenses claim, self-booking tool use and guaranteeing cost control at a local level.

### 3.8. Non-Compliance

Compliance with the Hitachi Group Code of Ethics and Business Conduct as well as with requirements defined in Hitachi Rail's policies is an essential part of the obligations assumed by its workforce. If you violate this policy, you may be subject to disciplinary action, up to and including termination of employment or engagement under local laws and regulations.

## 4 TRAVEL ARRANGEMENTS

### 4.1. Travel Management Company and Travel Tool

Employees are required to arrange travel through the designated company travel tool (if applicable) or through the designated Travel Management Company (TMC).

The Company designated TMC is responsible for:

- Booking all corporate travel.
- Delivering cost effective travel services.
- Assisting the Travel Manager to ensure policy compliance.

The designated company travel tool and the designated TMC are specified in the local appendices.

### 4.2. Travel Requests and Authorisation

#### 4.2.1 Advance Booking

To achieve optimal travel management and cost reduction, all employees must take responsibility for advance planning and booking of business trips, especially international ones.

The minimum advance booking requirements are:

		Advance booking date
Air	Business class	At least 20 days before the trip
	Premium economy class	At least 10 days before the trip
	Economy class	
Train, Car, Accommodation, and others		At least 7 days before the trip

When these advance booking requirements cannot be adhered to due to urgent business requests, exceptions will be considered on a case-by-case basis.

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### 4.2.2 Pre-Approval and Authorisation

All travel requires pre-authorisation, and the Company has established the following process that requires evidence for the actual need of the business trip as well as procedures for expense control and policy compliance where managers are responsible for approvals.

#### [Line Manager pre-approval]

All requests being charged to a cost centre (Premium economy and Economy class in air, train and other services) require pre-approval by the line manager.

#### [Project Manager pre-approval]

All requests being charged to project code (Business, Premium Economy and Economy class in air, train and other services) require pre-approval by the project manager and the Line Manager should be notified.

#### [Executive member pre-approval]

All requests for Business class air travel allocated to a cost centre require an additional higher level of pre-approval by the function's executive member. (N-1 level)

Cost Allocation	Air		Railway, Car, Accommodation, and others
	Business class	Premium economy/ Economy class	
Cost centre	Line Manager + Executive member	Line Manager	
Project code	Project Manager + notification to Line Manager		

Please make sure you have received the relevant pre-approval via email, or the designated company travel tool (if applicable) before booking. All travel expenses subject to post-travel reimbursement require manager's pre-approval. Any exceptions are included in the local appendices.

## 4.3. Travel Booking

After receiving the necessary authorisations employees can book travel services through the designated company travel tool (if applicable) or through the designated TMC.

If you need to cancel a pre-booked trip, for business or personal reasons, the employee is responsible for informing the travel agency as soon as possible to avoid additional costs being incurred.

### 4.3.1 Frequent Traveler Programs

Frequent flyer points accumulated on business trips will remain the property of the employee. Under no circumstances should airlines be chosen due to participation in frequent flyer schemes.

Many hotels have frequent guest programs that reward travellers with free accommodation after taking a given number of paid room nights at the hotel. Awards from such programs may be retained by travellers for personal use; however, participation in these programs must not influence hotel selection. Any membership fees associated with joining these programs will not be paid for by the company and are paid the expense of the employee.

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#### 4.4. Travel Reimbursement

Expense reimbursement reports are to be submitted via the designated company tool (if applicable) in a timely manner. The designated tool, process to report reimbursement, and timelines for submission are specified in the local appendices.

Only business-related expenses will be reimbursed, and personal expenses will not be paid by the company.

All expense reports must be approved by the Approving Manager, and employee's expense reports will be reviewed and audited for accuracy and compliance with the global travel and expense policy travel instruction.

## 5 MODE OF TRAVEL

### 5.1. Air

Air travel may be undertaken only when necessary and where rail travel or other more sustainable forms of travel are not feasible. Instead of taking short haul flights Hitachi Rail highly recommends using the train.

### 5.2. Lowest Logical Airfare

The lowest logical airfare should be selected when choosing a flight.

The lowest logical airfare means the least expensive available, non-refundable fare with minimum of stops/connections at the time of booking.

If greater flexibility is needed, you can increase the cost of the lowest logical airfare by up to 20%.

Refundable fares should only be selected when there is a high likelihood that the travel schedule will change, and the associated costs would be prohibitive – this decision needs to be confirmed by your line manager.

#### 5.1.1 Class of Air Travel

The allowed class of air travel is determined by reference to the 'net flight duration' of a direct flight from the place of departure to the destination, even if a connecting flight is selected. Where no direct flights are available to assess travel class eligibility, the 'net flight duration' of all connecting flights added together shall be used to determine the class of air travel which may be booked.

Net flight duration means the time spent flying and excludes time spent at the airport, boarding and transit time.

Following guidelines must be considered:

Seat class	Flights duration
Economy class	Up to 8 hours
Premium Economy class	Between 5 and 8 hours
Business class	Over 8 hours

As a general rule, use of seat class outlined in the table is always subject to manager's pre-approval, which means employees may be asked to travel in Economy class for a flight of more than 5 hours, or in Economy/Premium Economy class for a flight of more than 8 hours in some circumstances. (i.e. project budget constraints, employee's 'training' purpose).

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Business class may be booked for a flight lasting more than 5 hours when it is taken through the night, in accordance with ALL the following conditions:

- Departure between 9pm and 4am at local time.
- Over 5 hours in duration.
- No available daytime flights.
- Once you've arrived at the destination, you are required to go directly to the workplace.

### 5.3. Train Travel

Train is the preferred method of travel wherever feasible as it aligns with Hitachi Rail's sustainability imperative and cost considerations.

Employees should book the appropriate seat class which meet all the following criteria:

- Appropriate working space to use laptop and mobile devices.
- Power supply or USB power delivery for charging.
- Appropriate security and hygiene levels that won't cause discomfort.

Based on these criteria, the company has selected the following seat classes provided by the major railway companies of which many of Hitachi Rail employees regularly take. For other railway companies, employees shall select the seat class matching the criteria above.

To promote train travel as a railway system company and contribute to the sustainability of our company, employees can upgrade one class level if the "net train journey duration" is longer than 3 hours.

Net train duration relates to the time spent travelling on the high-speed or express train which has multiple seat classes, and excludes time spent travelling on other type of train (e.g. subway, tram, and local train) as well as transfer time.

If there are multiple journey length options for your route, the shortest duration will be used when determining the class of train travel you can book.

	Major railway company		Seat class			
			[Reference] Lower class	Up to 3 hours duration	Over 3 hours duration	[Reference] Higher class
1	GWR, LNER, Southeastern (UK)		-	Standard	First	-
2	Eurostar (UK, France)		Standard	Standard Premier	Business Premier	-
3	Eurostar (Thalys) (France/Germ/Neth/Belg)		Standard	Comfort	Premium	-
4	Trenitalia (Italy)	High Speed	-	Premium/ Standard	Business	Executive
5		Non high speed	Second	First	First	-
6	SNCF (France)		Second	First	Business Premier	-
7	Renfe (Spain)		Standard	Comfort	Comfort	-

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	Major railway company	Seat class			
		[Reference] Lower class	Up to 3 hours duration	Over 3 hours duration	[Reference] Higher class
8	ILSA (Spain)	Singula/ Inicial	Singula Only You	Infinita	-
9	Tejas, Gatimaan, Shatabdi express (India)	-	First AC	Executive AC	-
10	Other Indian Railway (India)	Third AC	Second AC	First AC	-
11	China Railway (China)	-	First/Second	First	Business
12	JR (Japan)	-	Standard	First (Green car)	-

## 5.4. Vehicles

### 5.3.1 Taxi

Taxi use is only permitted when no other cheaper alternative form of public transport is available. Employee are requested to make use of discounted fares agreed by the Company for fixed urban routes. (e.g. Travel during unsocial hours (early morning, midnight), there are multiple passengers, employees that require special assistance).

### 5.3.2 Rental Cars

Rental Cars may be used only when public transport is either not available or feasible. The class of the car is chosen by the TMC and will be based on the number of passengers and the distance to be travelled. Rental cars must be booked using the self-booking tool. Unless special technical requirements are needed, you will be provided with an intermediate class of vehicle. SUVs and minivans are allowed only when traveling with work equipment. Upgrades are not allowed.

### 5.3.3 Personal Vehicles

Employees are only allowed to use their personal vehicles in exceptional circumstances, where no alternatives are available, or substantially increase the travel time. In this instance employees are responsible for ensuring their vehicle is adequate for the journey and the Company is not liable for damage that may occur during use of the vehicle.

When a personal vehicle is used the Company will reimburse driving expenses (fuel, parking). Please refer to the notes in the local appendices.

### 5.3.4 Driving Safety

Employees shall comply and respect all applicable road rules. Employees are not to text or make/receive phone calls on a mobile phone of any kind while operating a rental, leased or Company owned vehicle (except when Hands Free device is available in the vehicle, and it is permitted by local laws). This includes company and privately owned mobile phones. All vehicles must be pulled off the road and parked prior to making or accepting a call on a mobile phone.

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Employees cannot submit expenses claims for fines incurred as a result of violating traffic codes/laws.

### 5.3.5 Parking and Airport Parking

Reasonable parking costs can be reimbursed only if it's not feasible to travel to the airport by other means of transportation.

## 6 ACCOMMODATION

### 6.1. Hotels

Hitachi Rail approved hotels have been carefully selected for their location, quality and safety and must be chosen as the default accommodation option. Employees are expected to book accommodation (from the list proposed by TMC or self-booking tool) which meet the following criteria:

- 4 stars or equivalent.
- High safety, security, and sustainability quality.
- Breakfast included.
- Free Wi-Fi & internet.

Where Hitachi Rail preferred hotels are not available, an alternative hotel may be booked according to the criteria above within an appropriate price limit.

It is not allowed to book accommodation without using the designated company travel tool (if applicable) or through the designated Travel Management Company (TMC).

## 7 EXPENSES AND ALLOWANCES

### 7.1. VISA

If a visa needs to be obtained for business travel purposes, it can either be reimbursed via expenses or paid directly by the Company.

### 7.2. Miscellaneous Expenses

Employees are entitled to be reimbursed for the following miscellaneous expenses:

	Item	Detailed policy
1	Laundry charges	If the hotel stay exceeds 4 nights.
2	Luggage	Up to 2 pieces of luggage per travel
3	Currency exchange charges	
4	Internet / telephone calls / Airport & in-flight Wi-Fi	Only for business purposes
5	Gratuities/tips	Based on the local practice. But shall never exceed 20% of the total check/bill.
6	Passport fee	This can be claimed only once if the passport is required for urgent business reasons.

### 7.3. Allowances (meals, daily allowances, etc.)

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Rules around meals, daily and other allowances are country specific and are regulated by a Union/Works Council agreement or your contract. As such please refer to the local appendices for more details.

Internal Team Meals and Events Expenses incurred for team lunches or dinners and team building events, for special occasions or business trips can only be submitted if everyone present is a Hitachi Rail employee.

If such entertainment or meals occur with internal employees and there is a single attendee who does not work for the company present, the expenses can't be reimbursed under 'internal team meals and events expenses. In this instance, please follow the guidance below in order to expense these as business courtesies.

Internal team meals and events expenses must be made in moderation and must be of reasonable value based on the country where you incurred the expense. Please use your country expenses limit if one exists.

#### **7.4. External Gifts, Meals, Entertainment and Event Expenses (Business Courtesies)**

Gifts, entertainment, and travel or lodging expenses (referred to in this policy as 'business courtesies') are items of value that may be given to external parties for legitimate business purposes where Hitachi Rail has, or may consider having, a business relationship.

Examples of entertainment include meals, celebrations, and organised activities (e.g. golf outings, sport, and cultural events). If entertainment or meals occur and there are no attendees who work for Hitachi Rail, the Business Courtesies Procedure applies.

Business Courtesies may be given to public officials and business partners (e.g. customers and suppliers) to develop goodwill and build relationships, maintain image and reputation, or promote products and services. When giving business courtesies, you must comply with the Anti-Bribery and Anti-Corruption Policy and Business Courtesies Procedure. These require review and pre-approval by your line manager, and Legal & Compliance before you give the gift or entertainment.

Employees must submit all expense claims relating to business courtesies given to external parties in accordance with their local travel and expense reporting and reimbursement processes and systems and append your completed Business Courtesies Form outlining the approvals given and the business reason for the expenditure.

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# Hitachi Rail Global Travel Policy Local Appendix

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## 1 INSTRUCTION

This local appendix is intended to provide guidance in the employee's home country and legal entity if there are any locally set specifications. This local appendix should be read in conjunction with the Hitachi Rail Global Travel Policy.

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## 2 AUSTRALIA

### 2.1 Travel Arrangements

#### 2.1.1 Travel Arrangements for Employees/Contractors without access to company booking tool

Case	Process
No access to company booking tool (e.g. Site employees)	Contact their designated Travel Bookers / Travel Managers to arrange their travel through the company booking tool.
Contractors / Visitors / Non Hitachi Rail Australia employees	<ul style="list-style-type: none"> <li>Complete a Contractor Manual Travel Request</li> <li>Obtain approvals prior to travel and submit to designated Travel Booker / Travel Manager</li> </ul>

\*Fly in Fly out (FIFO) or Drive in Drive out (DIDO) travel is not classed as business travel and is therefore not included in the Travel Policy.

#### 2.1.2 Post-Travel Arrangements for Employees/Contractors

Contractor or secondee reimbursement for travel related expenses should be reported to both the: (i) manager who authorized the trip; and (ii) contractor's employment agency or secondee's home country entity (as the case may be) for reimbursement. The employment agency or home country entity is to bill the relevant Hitachi Rail Australia entity for the travel related expenses upon approval from the manager who authorized the trip.

#### 2.1.3 Changes to Travel Bookings

Any change to existing travel bookings / tickets exceeding AUD500 must be approved by the Local Travel Manager. For imminent travel within 48hrs prior to departure, the TMC will only be able to action changes to travel bookings / tickets up to the value of AUD500.

## 2.2 Vehicles

### 2.2.1 Rental Cars

- Rental cars are not permitted for domestic travel if the purpose of the business trip is to attend meetings at Hitachi Rail offices unless the travel is greater than 80kms per day.
- Rental cars for international travel is not permitted except where over 100kms of travel per day is required at the destination location.
- The length of hire should not exceed more than 28 days.
- Fuel: Travelers may request a fuel charge-back when collecting a rental car if such a charge-back scheme is made available by the rental car company. Where refueling is required during the hire period, Travelers shall pay for the fuel first and claim expense reimbursement from the Company for such amounts of fuel used for business related purposes only.
- Only the driver stated on the itinerary/booking is permitted to collect the rental car from the rental car company.

### 2.2.2 Taxi and Ridesharing

- Licensed taxis or rideshare services are to be utilized as first preference over rental cars when appropriate.
- Original tax receipts (with timestamps and routes, if available) are required for reimbursement.

## 2.3 Accommodation

- Apartment style accommodation should be booked for stays longer than five (5) nights in accordance with Hitachi Group's K2 Hotel Program.
- When working in remote locations, employees must be prepared to live in camp accommodation or rental housing to be organized by the company.

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## 2.4 Other Treatments

### 2.4.1 Reimbursable Items

- Travellers will be required to pay for all meals while travelling including meals at the hotel of stay (excluding breakfast if included in the hotel room rate - travellers should check this condition in the NEO Tool when booking hotels) and expense meal costs as per the Global Travel Policy.
- Employees/secondees will only be reimbursed for the actual cost of meals as per Global Travel Policy **7.1.1 Meal Scheme Principles** table. Tax receipts must be submitted together with the expense claim.
- The purchase of groceries (food items only) are permitted in lieu of a purchased cooked meal. Grocery items will be reimbursed at actual cost up to the value of the applicable meal amount (breakfast/lunch/dinner) in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Tax receipts must be submitted together with the expense claim.
- All alcohol purchase costs are inclusive in the applicable meal amounts as per the Global Travel Policy **7.1.1 Meal Scheme Principles** table.
- Only the items listed in the Global Travel Policy **7.2. Miscellaneous Expenses** are reimbursable.

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## 3 AUSTRIA

### Reference Documents

The Local Travel Policy aims to clearly outline any deviations from the Global Travel Policy. All other information pertaining to business travel for former GTS Austria GmbH is documented in a separate document accessible via the local intranet. This procedure document includes, among other things, definitions in accordance with local regulatory frameworks, local administrative processes and procedures, as well as topics not addressed in the Global Travel Policy.

The Global Travel Policy shall not automatically be applicable for job candidates travelling for recruitment purposes.

### 3.1 Travel Arrangements

#### 3.1.1 Expense reimbursement Procedure

Employees should take all actions to submit the expense reimbursement report within 30 days of return and within a period compatible with the fiscal year of the travel. Travel expenses that have not been claimed within 4 months of the end of the trip can no longer be claimed due to Austrian law. The same applies to any further claims made from this business trip after the respective travel expenses have been reimbursed.

#### 3.1.2 Frequent Traveller Loyalty Schemes

In deviation from the Global Travel Policy, the frequent flyer points (e.g. bonus miles) earned on business trips belong to the Employer. The frequent flyer points may only be used for business purposes according to this Local Travel Policy. The use of frequent flyer points acquired on business trips is prohibited for private purposes due to the complexity of taxation, and if not taxed accordingly, will result in tax arrears and possibly in financial penalties.

### 3.2 Allowances

#### 3.2.1 Lump Sum Allowances

Lump sum allowances consist of statutory allowances defined in the local regulatory framework and of meal allowances defined in the Global Travel Policy.

- Statutory lump sum allowances (daily allowance and overnight allowance) are paid out in accordance with applicable legal provisions.
- Meal allowances are set by the Global Travel Policy. Reimbursement is based solely on receipts.

For further information on the applicable lump sum allowances, refer to the local procedure document in the local intranet.

### 3.3 Other Treatments

#### 3.3.1 Insurance

All employees of former GTS Austria GmbH are insured by AIG on business trips worldwide against a significant number of risks including personal accident and illness, medical expenses and personal liability up to the amounts stated in the relevant insurance policies in the respective country. Further information can be found on the designated intranet homepage of former GTS Austria GmbH.

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## 4 CANADA AND UNITED STATES OF AMERICA

### 4.1 Vehicles

#### 4.1.1 Private Car – Mileage Reimbursement

Employees may use their personal vehicles only in exceptional circumstances, where no alternatives are available, or substantially increases the travel time. If you choose to use your personal vehicle you will be reimbursed at the currently IRS or Canada Revenue Agency published rates via travel expense module in SAP or Concur. The mileage reimbursement rate encompasses all expenses associated with operating the vehicle during that period, including fuel costs in each province/state, insurance, vehicle wear and tear, and more. These rates are adjusted periodically by the Finance department to ensure they align with CRA/IRS recommendations. Reimbursement for mileage will be calculated based on the total kilometres/miles driven, minus the employee's daily commuting distance to and from work.

Employees with company cars are not eligible for this reimbursement.

#### 4.1.2 Rental Car

Hitachi Rail STS USA, Hitachi Rail Honolulu JV, Hitachi Rail STS Canada, Hitachi Rail GTS Canada and Hitachi Rail GTS USA: Only Employees of the company are covered by the company car insurance policy if an accident should occur. Please do not opt for any additional insurance when picking up the rental car from the agency. It will not be reimbursed if requested. If an accident occurs, please contact the local legal department to report and complete the paperwork required. Non-Employees of the companies are not covered by the company car insurance policy and if an accident should occur it would not be the company's responsibility.

### 4.2 Other Treatments

#### 4.2.1 Corporate Card / Advance Payments

The Company does not ordinarily provide any advance payment; cash advances are only allowed for proven needs and are issued in exceptional cases.

The Company provides employees American Express (AMEX) to provide a Corporate Travel Credit Card (Travel Card) to any approved Employee expected to travel regularly for business and should only be used for business related expenses and never for personal use. Timely payment to AMEX is expected and is the responsibility of the employees. Any late payment fees incurred are the employees' responsibility. If the card is lost or stolen it is the responsibility of the employee to contact AMEX at 1-800-528-2122. Upon termination of employment all travel card holders must turn in their card to their manager and prior to last day worked to promptly reconcile and pay any remaining balances to AMEX.

To request a Travel Card, employees need to either download the form "American Express Corporate Card Application" from COSMO (Former Hitachi Rail) [American Express Corporate Card Application](https://urbanandmainlines.sharepoint.com/sites/intranet/international/americas/na/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fintranet%2Finternational%2Famericas%2Fna%2FShared%20Documents), or apply online to American Express – instructions here (Former GTS): <https://urbanandmainlines.sharepoint.com/sites/intranet/international/americas/na/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fintranet%2Finternational%2Famericas%2Fna%2FShared%20Documents>. The application, to be approved and signed in acceptance by the direct manager, should be sent to the Finance & Treasury department.

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## 5 CHILE

### 5.1 Other Treatments

#### 5.1.1 Corporate Card / Advance Payments

Employees must request advances payments for international trips at least three (3) working days prior to the start date of the Mission, except in exceptional cases duly justified and, if applicable, authorized by the Country Director or the CFO.

The advance payments shall be paid to the Employee by crediting the bank account where his/her payroll is deposited and in accordance with the information provided in the request form.

#### 5.1.2 Expense Reimbursement

Under no circumstances may travel expenses be requested or assigned for a new Mission until the Employee has fully verified and/or reimbursed the expenses for the immediately prior Mission. Employees who have requested travel expenses will have up to 30 (thirty) calendar days after the date their assignment concludes to submit proof (receipts) of their corresponding travel expenses. If proof is not submitted within this period, the amount will be deducted from their payroll, without exception.

Due to local regulation, employees shall submit the travel expenses occurred in December of the previous year until the first 05 (five) business days of the month of January of the following year after this date they cannot be reimbursed because they are non-deductible expenses.

Employees with a corporate card may not, under any circumstances, request an advance for travel expenses or entertainment expenses.

#### 5.1.3 Tax / Legal Assistance

For national travels, it is necessary to request an invoice (the person must request an E-rut to the department of finance) for all travel expenses, which must contain the complete information of Hitachi Rail GTS Chile Limited., with all applicable tax requirements (company name, address, and complete tax ID).

For International travels, receipts must contain at least the full name of the establishment, the date, and clear details of the item to be verified.

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## 6 CHINA

### 6.1 Vehicles

#### 6.1.1 Company Car

Employees must prioritize the use of public transportation or company-provided vehicles for same city business travel.

#### 6.1.2 Taxi and Ridesharing

Original receipt with timestamps and routes is requested for reimbursement.

#### 6.1.3 Private Car – Mileage Reimbursement

In an exceptional circumstance where employees use their private car for business purposes, the mileage reimbursement will be calculated at a rate of 1.2 CNY/KM. A screenshot of the most convenient route shall be submitted for reimbursement. Employees are obligated to ensure that their private car always maintains valid insurance coverage when used for the approved business trip. Employees assume full financial responsibility for costs or fines due to negligence or violation of traffic rules.

### 6.2 Meal Scheme

#### 6.2.1 Meal Claiming Method

As an interim measure, for former Hitachi Rail China employees, reimbursement shall be made with a fixed amount specified in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts are not required. This provisional arrangement is subject to potential adjustment to ensure full compliance with the Global Travel Policy and will remain in effect pending further review or formal notice.

### 6.3 Other Treatments

#### 6.3.1 Laundry Charges

Where hotel stay exceeds 4 nights, employee can reimburse 2 pieces clothes per additional night. Receipts are requested for reimbursement.

#### 6.3.2 Advance payments

In case travel exceeds seven days, employees may receive cash advance up to 80% of the meal allowance for the duration of the trip. The Finance Department must be notified immediately once travel is approved. All advances must be cleared within 30 days of returning to China. Failure to do so may result in the Company recovering the advanced amount through direct deduction from the employee's salary.

#### 6.3.3 Expense Reimbursement

Travel allowance is taxable and shall be paid strictly in accordance with the stipulated standards in the Global Travel Policy. Generally, the travel allowances for the current month will be disbursed in the following month's salary.

#### 6.3.4 Insurance

Domestic travel insurance is covered by Employee group insurance. In the event of an emergency, employees are obligated to notify the Human Resources Department within 24 hours. Travel department will purchase international travel insurance upon ticket issuance and send it to employees' email. In the event of an emergency, employees are obligated to inform the insurer within 24 hours through contact information stated in the insurance policy.

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## 7 DENMARK

### 7.1 Vehicles

#### 7.1.1 Private car – Mileage Reimbursement

Mileage reimbursement follows the Danish Tax Authorities' rates. Employees may claim mileage reimbursement when using a private car for business purposes. Mileage cannot be claimed for a trip for which a tax deduction is also being claimed. Please contact Local Travel Manager for more information.

### 7.2 Other Treatments

#### 7.2.1 A1 Certificate

The A1 certificate of coverage confirms in which EU/EEA countries and Switzerland a worker is covered by social insurance. It is a legal requirement for employees traveling abroad or undertaking business trips to carry a valid A1 certificate. This certificate serves to document that the employee is covered by social security in specified countries. Please contact Local Travel Manager for more information.

#### 7.2.2 Miscellaneous Deduction

According to Danish law, employees may deduct 25% of the per diem tax-free for miscellaneous expenses from their personal tax declaration when traveling. This deduction can cover small personal expenses such as coffee, bottled water, fruit, or soda. The Danish Tax Authorities do not require receipts for these expenses. The 25% tax-free miscellaneous deduction applies only for trips exceeding 24 hours. The daily allowance for 2025 is DKK 149.25 (25% of DKK 597).

Example: If an employee departs at 08:00 on Monday and returns home at 20:00 on Tuesday, the total deductible amount would be DKK 223.87.

#### 7.2.3 Tax Free Lodging Allowance

As stated in Danish law, if the company does not incur any lodging costs for the employee (e.g., the employee stays with family or uses a personal camper van), the employee is entitled to receive a tax-free allowance of DKK 256 per day (2025 level) as per Danish tax authorities' guidelines.

#### 7.2.4 Accommodation and Transportation - Reimbursement of Expenses

Accommodation and transportation costs must be claimed through expense reports.

#### 7.2.5 Advance payments

Employees may request an advance payment if they anticipate incurring significant costs related to travel or business-related expenses.

- The advance payment should align with the expected average travel costs for the trip.
- The advance payment must not exceed the estimated travel costs for four weeks.

Contact your Local Travel Manager for more details.

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## 8 FINLAND

### 8.1 Meal Scheme

#### 8.1.1 Meal Claiming Method

Due to local specifications, meal reimbursement will be an allowance with a fixed amount. Reimbursement will be the full amount stated in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts will not be required.

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## 9 FRANCE

### 9.1 Train

Due to the local legislation, both 2<sup>nd</sup> and 1<sup>st</sup> class will be eligible for business travels.

The below clauses (6.2 Vehicles to 6.4 Other Treatments) are applicable to only former GTS France employees due to local specifications.

### 9.2 Vehicles

#### 9.2.1 Private car – Mileage Reimbursement

In an exceptional circumstance where employees use their private car for business purposes, the mileage reimbursement will be based on the scale provided by URSSAF, depending on the number of kilometres travelled and the horsepower of the vehicle. Reimbursement will be calculated starting from the site location.

As reminder, fuel expenses are included in the mileage allowance amount and do not result in additional reimbursement. To obtain mileage allowance reimbursement, each employee must fill out an expense report in CONCUR detailing the journey and any expenses incurred during the trip (including highway toll tickets).

### 9.3 Meal Scheme

As an interim measure due to work council agreements, for former GTS France employees meal reimbursement is made on receipts to one of the following schemes:

- Reimbursement of actual expenses based on the provided receipts within the Global Travel Policy **7.1.1 Meal Scheme Principles** table.
- Application of the country specific scale

In case of absence of receipts, only for domestic travels, expenses will be reimbursed based on the current URSSAF scale.

### 9.4 Other Treatments

#### 9.4.1 Corporate Card / Advance payments

Employees can use an AMEX company card for business travels and purposes.

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## 10 GERMANY

Due to local specifications, please refer to the following document:

[Dokumente](#)

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## 11 GREECE

### 11.1 Vehicles

#### 11.1.1 Company Car

Project cars (pool cars) are available for professional use by authorized employees, in accordance with the local car policy of the branch.

### 11.2 Allowance

#### 11.2.1 Daily Allowance

A daily allowance amounting to ¼ of the employee's gross daily salary shall be provided for each working day of their travel, in accordance with Greek Labour Law.

### 11.3 Other Treatments

#### 11.3.1 Expense Reimbursement

Please refer to the local HR Policy for the procedure to submit an expense reimbursement request.

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## 12 HUNGARY

### 12.1 Long-term Accommodation

Booking accommodation in apartments and guesthouses if the hotels preferred by the Global Travel Policy are not available is allowed. Must be pre-approved by employee's manager considering safety and security.

### 12.2 Meal Scheme

#### Meal Claiming Method

Due to local specifications, meal reimbursement will be an allowance with a fixed amount. Reimbursement will be the full amount stated in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts are not required.

### 12.3 Other Treatments

#### 12.3.1 International Travel

According to the Hungarian law, the allowances regarding business travels are granted for the period between the time of entering and leaving the country, if the time spent abroad exceeds 8 hours (pursuant to § 3 of Government Decree 285/2011 - XII. 22.).

If the trip is extended for personal reasons, allowance is not eligible for this part of the trip.

For International travels HR\_HU employees will be reimbursed only the following items:

- Travel expenses;
- Accommodation expenses (including the cost of breakfast if it is included in the hotel service);
- Meal allowance.

#### 12.3.2 Domestic Travel

According to the Hungarian law, for Domestic travels HR\_HU employees will be reimbursed only the following item:

- Travel expenses;
- Accommodation costs (including the cost of breakfast if it is included in the hotel service).

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## 13 INDIA

### 13.1 Vehicles

#### 13.1.1 Rental Car/Taxi

Employees will be reimbursed on completion of an expense claim with scanned receipts for usage of Taxi or Ridesharing. In case of domestic travel at certain locations where Auto-Rickshaw is used, no receipts are required.

#### 13.1.2 Private car – Mileage Reimbursement

Employees using their personal four-wheeler for work related travel in exceptional situations are eligible for reimbursement at the rate of INR 15 per km with prior approval from their respective Manager and location EHS personnel. This mileage reimbursement is not applicable for commuting between residence to office and vice-versa. Parking expenses incurred while on business will be reimbursed against receipts.

### 13.2 Accommodation

In case, where Hitachi Rail preferred hotels are not available, an alternative hotel will be booked in accordance with the accommodation criteria cited in Global Travel Policy by the Local Travel Manager within an appropriate price limit while assuring employees' safety.

### 13.3 Reimbursable Items

#### 13.3.1 Provision of Cold Weather Clothing

For employees based in India, while the Company does not automatically reimburse the cost of cold weather clothing for International Travellers, first time Travellers may apply for provision of funds to purchase climate specific clothing. Applications must be supported by the Traveller's Direct Manager and approved by Human Resources. Each application will be judged on its merit based on the country of travel and the reimbursed value will not be beyond the total value of 15,000 INR against submission of bill. This purchase can be re- exercised once in three years to frequent international Travellers.

### 13.4 Other Treatments

#### 13.4.1 Corporate Card / Advance payments

Frequent Business Travellers may request a Corporate Credit Card to the local Finance team.

#### 13.4.2 Foreign Exchange

All International Travellers who do not hold a Corporate Credit Card may request foreign exchange to assist with incidental expenses. The Finance Department must be notified of the requirements for foreign exchange at least 7 (seven) working days prior to the date of departure through an approval travel requisition. Foreign Exchange is to be created as a cash advance which will be deducted in full of salary payment in absence of submission of expense statements along with receipts/bills.

#### 13.4.3 Assistance

All international Travellers are required to register with the International SOS prior to their international trip to receive regular safety alerts and bulletins. The travel Manager can additionally extend necessary support arising out of any adverse situations during the duration of travel. Travellers shall notify the Travel Manager of any medical condition that may affect their health or safety when flying. The cost of flight alteration can only be made only on occasions of medical emergencies of self and family.

#### 13.4.4 Insurance

The company provides travel Insurance for authorised international business travel only. Related enquiries or claims must be addressed to the Travel Manager. Any domestic travel within India is

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already covered under the local Group Medical, Accidental and Life Insurances applicable to employees of India.

#### **13.4.5 Expense Reimbursement**

Employees are required to submit all bills in original/scan copies to claim through the expense statements in line with local law and tax regulations. In case of business meals are accompanied beyond self, the names of colleague/guest must be mentioned during submission of claims. Expense statement should be submitted within 30 days of completion of business travel including travel advance. In case of financial year closing, the expense statements submission to be completed by the Traveller within 10 (ten) days of travel.

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## 14 ITALY

### Reference Documents

The General Part of the Global Travel Policy generally applied in compliance with the legal and contractual regulations in the various entities.

Regarding the types of business trips (expense report/ daily allowance/ mixed) and more generally the economic and regulatory treatment rules, each employee can view them by accessing the following links/documents (path)...

- **Former GTS/RCS Italia Srl** ([Hitachi Rail GTS/RCS Italia Srl](#))
- **Former Hitachi Rail StS SpA\*\*** ([Employee Library](#))

### 14.1 Other Treatments

#### 14.1.1 Electronic Payment Tracking

Regarding the correct expense reimbursement management, it is reminded that the current law establishes that, starting from January 1, 2025, reimbursements for expenses incurred during business trips (meals, taxis, parking, etc.) if not made with a electronic traceable payment method (credit card, debit card, bank transfer, etc.) will be mandatorily subject to ordinary social security and tax withholding.

When preparing the expense report, it will therefore be necessary to attach evidence of payment in "electronic" form; it is sufficient that the receipt contains the indication of electronic payment. Otherwise, the receipt of payment with POS or credit card or any other method will be necessary. It is recommended to check the availability of electronic payment before incurring expenses.

#### 14.1.2 Corporate Card

The Company does not ordinarily provide any advance payment; cash advances are only allowed for proven needs and are issued in exceptional cases.

The Company provides employees, upon specific request, with a Credit Card linked to their personal accounts.

#### 14.1.3 Tax / Legal Assistance

The Company provides the employee on a business trip abroad with assistance for local insurance/tax obligations, where necessary, also managing any tax payments on site.

#### 14.1.4 Insurance

Below are the references to the applicable agreements for each of the Italian Legal Entities, available by accessing the following links/documents (path):

- **Former GTS/RCS Italia Srl** ([Hitachi Rail GTS/RCS Italia Srl](#))
- **Former Hitachi Rail StS SpA\*\*** ([Employee Library](#))

It is extremely important that before the start of the trip, the employee takes care to review and note the specific procedure provided by their reference insurance, including contacts to reach in case of need.

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## 15 MALAYSIA

### 15.1 Vehicles

#### 15.1.1 Taxi and Ridesharing

Original receipt with timestamps and routes is requested for reimbursement.

#### 15.1.2 Private car – Mileage Reimbursement

In an exceptional circumstance where employees use their private car for business purposes, the detailed regulation and mileage reimbursement will follow Employee Handbook Regulated.

In case the total of airport parking cost is less than the total cost of taxi, the Company will reimburse the expense. Valet airport parking is not allowed. Employees assume full financial responsibility for costs or fines due to negligence or violation traffic rules.

### 15.2 Accommodation

#### 15.2.1 Camp Accommodation or Rental Housing

When working in remote locations, Travellers must be prepared to live in camp accommodation or rental housing arranged by the company.

#### 15.2.2 Accommodation Cancellation

Employees are responsible for cancelling accommodation arrangements (i.e. hotel rooms) and must advise the cancellation to the travel department during normal business hours or to the TMC Afterhours Team outside normal business hours. Employees will be held responsible for “no-shows” charges.

### 15.3 Meal Scheme

#### 15.3.1 Meal Claiming Method

As an interim measure, for former Hitachi Rail Malaysia employees, reimbursement shall be made with a fixed amount specified in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts are not required. This provisional arrangement is subject to potential adjustment to ensure full compliance with the Global Travel Policy and will remain in effect pending further review or formal notice.

### 15.4 Other Treatments

#### 15.4.1 Advance payments

In case travel exceeds seven days, employees may receive cash advance up to 80% of the meal allowance for the duration of the trip. Approval from respective Project Manager must be obtained while completing the pre-Travel Request Form. The Finance Department must be notified immediately once travel is approved. All advances must be cleared within 30 days of returning to Malaysia. Failure to do so may result in the Company recovering the advanced amount through direct deduction from the employee's salary.

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## 16 MEXICO

### 16.1 Other Treatments

#### 16.1.1 Corporate Card / Advance Payments

Employees must request advances payments for international trips at least three (3) working days prior to the start date of the Mission, except in exceptional cases duly justified and, if applicable, authorized by the Country Director or the COO.

The advance payments shall be paid to the Employee by crediting the bank account where his/her payroll is deposited and in accordance with the information provided in the request form.

#### 16.1.2 Expense Reimbursement

Under no circumstances may travel expenses be requested or assigned for a new Mission until the employee has fully verified and/or reimbursed the expenses for the immediately prior Mission. Employees who have requested travel expenses will have up to 30 (thirty) calendar days after the date their assignment concludes to submit proof (receipts) of their corresponding travel expenses. If proof is not submitted within this period, the amount will be deducted from their payroll, without exception.

Due to local regulation, Employees shall submit the travel expenses occurred in December of the previous year until the first 05 (five) business days of the month of January of the following year after this date they cannot be reimbursed because they are non-deductible expenses.

Employees with a corporate card may not, under any circumstances, request an advance for travel expenses or entertainment expenses.

#### 16.1.3 Tax / Legal Assistance

For National travels, it is necessary to request an invoice, which must contain the complete information of Hitachi Rail GTS México, S.A. de C.V., with all applicable tax requirements (company name, address, and complete tax ID).

For International travels, receipts must contain at least the full name of the establishment, the date, and clear details of the item to be verified.

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## 17 MOROCCO

### 17.1 Vehicles

#### 17.1.1 Private car – Mileage Reimbursement

Employees traveling within Morocco to a business site may use their own vehicle. Mileage reimbursement will be provided at the rate of 3 MAD per kilometre.

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## 18 NORWAY

### 18.1 Travel Arrangements

#### 18.1.1 Frequent Traveller Loyalty Schemes

Bonus points earned on business trips cannot be used privately. If the employee still chooses to do so they shall notify the employer who becomes responsible for reporting the value of bonus points earned on work trips for private purposes. It is the employer's responsibility to determine the value of any trips and then report it as payment in kind for taxation.

To be able to submit a correct report, each individual employee must inform HR when engaging in private trips using bonus points earned on official trips.

### 18.2 Vehicles

#### 18.2.1 Private car – Mileage Reimbursement

The car allowance rates follow "[Statens reiseregulativ](#)" and appear automatically in Concur. Any passengers must be presented in the description with names and company. A part of the mileage compensation is taxable, and tax will be deducted over payroll. The rates will be updated yearly.

### 18.3 Accommodation

Accommodation in hotels and the like is covered by expense. If there are no hotel accommodation used for a domestic travel, and the local policy does not provide other alternatives, a night compensation according to "[Statens reiseregulativ](#)" will be paid per day.

### 18.4 Meal Scheme

#### 18.4.1 Meal Claiming Method

Due to local specifications, meal reimbursement will be an allowance with a fixed amount. Reimbursement will be the full amount stated in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts will not be required.

### 18.5 Other Treatments

#### 18.5.1 Corporate Card / Advance payments

Former GTS Norway has an agreement with American Express. This is a card to be used for business expenses paid on behalf of the employer and is free of cost for the employees. Private use of this card is not allowed.

The employee is not obliged to use this Corporate card, but a credit card needs to be registered on the employee profile in SAP Concur to be able to book hotel or rental cars.

#### 18.5.2 Insurance/European Health Insurance Card

On business trips, all employees are insured by AIG. The insurance terms are described in Aon Total. All travels are presumed purchased with the credit card in order to take advantage of the credit card company's insurance.

Norwegian citizens are entitled to have expenses for medical treatment for emergencies covered during temporary stay in the member states of the EEA/EU. The European Health Insurance Card can be ordered on Helfo's website (the Norwegian Health Economics Administration).

#### 18.5.3 Payment of Travel Receipts

Travel refunds are paid with the salary on the 15th every month if the expense report has been submitted and approved within the set deadlines. All expense reports are verified electronically in SAP Concur. Verification is supposed to take place continuously, but not later than the last Friday of the month.

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## 19 PANAMA AND PERU

### 19.1 Other Treatments

#### 19.1.1 Advance payments

Allowances Request report template within 15 (fifteen) days before the business travel for cash in advance if required, if not please provide the submit travel expense report with invoices.

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## 20 PHILIPPINES

### 20.1 Vehicles

Employees must obtain written authorization prior to renting vehicle and using personal vehicle for business travel.

#### 20.1.1 Taxi and Ridesharing

Original receipt with timestamps and routes is requested for reimbursement.

#### 20.1.2 Company Car

Employees must prioritize the use of public transportation or company-provided vehicles for same city business travel.

### 20.2 Meal Scheme

#### 20.2.1 Meal Claiming Method

As an interim measure, for former Hitachi Rail Philippines employees, reimbursement shall be made with a fixed amount specified in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts are not required. This provisional arrangement is subject to potential adjustment to ensure full compliance with the Global Travel Policy and will remain in effect pending further review or formal notice.

### 20.3 Other Treatments

#### 20.3.1 Travel Approval Requirements

The Travel Request Form (FOR 273) must be used for approval.

#### 20.3.2 Advance payments

In case travel exceeds seven days, employees may receive cash advance up to 80% of the meal allowance for the duration of the trip. The Finance Department must be notified immediately once travel is approved. All advances must be cleared within 30 days of returning to Philippines. Failure to do so may result in the Company recovering the advanced amount through direct deduction from the employee's salary. Employee shall submit expenditure statement and receipts for approval and shall submit Monthly Expenses Report and Monthly Travel Records (FOR 274) to Human Resources.

#### 20.3.3 Expense Reimbursement

Unless otherwise specified, the travel allowances for the current month will be disbursed in the following month's salary.

#### 20.3.4 Insurance

Travel department will purchase international travel insurance upon ticket issuance and send it to employees' email. In the event of an emergency, employees must inform the insurer within 24 hours using contact information provided in the insurance policy.

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## 21 POLAND

### 21.1 Vehicles

#### 21.1.1 Company Car

The use of a company car is defined in the Fleet Management Policy of the company vehicles in force at the former GTS Poland. Either this or service vehicles should be your first choice when using vehicles.

#### 21.1.2 Service Vehicle

A service-related vehicle is one made available to one or more employees for strictly professional usage. This vehicle may be personally assigned to an employee or assigned to a fleet – it is then called a pool vehicle – the use of which is under the responsibility of the vehicle fleet manager of the site concerned.

The use of a company service vehicle is defined in Fleet Management Policy of the company vehicles in force at the former GTS Poland. Either this or company vehicles should be your first choice when using vehicles.

#### 21.1.3 Rental Car

The use of rental car is specified in Hitachi Rail Global Travel Policy. Short-term car rental usage should be your choice only if neither public transportation nor company/service are available.

#### 21.1.4 Private vehicle – Mileage Reimbursement

If a private car has to be used for business purposes, the reimbursement rules are based on the Regulation of the Minister of Infrastructure dated on March 25, 2002, which specifies the conditions for determining and reimbursing the costs of using passenger cars not owned by the employer for business purposes. The Regulation of the Minister of Infrastructure is based on the Article 34a of the Road Transport Act of September 6, 2001.

Based on the above regulations, if an employee travels on business in their private vehicle, the employee is entitled to reimbursement of expenses at a rate equal to the number of kilometers driven multiplied by the rate per kilometer as stipulated in the regulations issued on the basis of Article 34a of the Road Transport Act of September 6, 2001 (these rates are subject to indexation). The usage of private cars should be your last preferred/last choice.

### 21.2 Other Treatments

#### 21.2.1 Expense Reimbursement

According to the Global Travel Policy the employee is entitled to the meal cost reimbursement based on provided receipts up to the maximum cap specified in the table.

Due to Polish law, when receipts are lost or unissued, reimbursement will be done according to the amount specified by Regulation of the Minister of Labor and Social Policy dated on January 29, 2013. This procedure should be limited to exceptional cases and should not become a regular practice.

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## 22 QATAR

### 22.1 Vehicles

#### 22.1.1 Company Car

On occasion, travels from business site to business site may be undertaken using a company driver if applicable. This should be for a travel within Qatar, which should not be more than a day in duration.

#### 22.1.2 Private car – Mileage Reimbursement

Employees traveling within Qatar to a business site may use their own vehicle. Mileage reimbursement will be provided at the following rates:

- 0.75 QAR per kilometre if petrol is not being provided by the company.
- 0.45 QAR per kilometre if petrol is being provided by the company.

Distance calculation will be based on a location-to-location basis, supported by a map's application screenshot showing the start and finish, along with the kilometres travelled.

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## 23 ROMANIA

### 23.1 Vehicles

#### 23.1.1 Taxis

Due to safety reasons, the transportation to and from Bucharest airport on departure and arrival can be made by taxi, up-to department manager decision. The taxi trip should be for a maximum of 50 km and should be only inside Bucharest and Ilfov county. The maximum limit of expense for two-way trips cannot be higher than 300 RON. The Company will cover also the transportation costs equivalent for 2 public transport tickets/day for the hotel-working place transfer and 2 tickets for the airport-hotel transfer on arrival and departure.

#### 23.1.2 Company Car

Whenever possible, preference should be given to the use of the Company's cars.

#### 23.1.3 Private Car

The use of personal cars for business trips is not allowed.

### 23.2 Meal Scheme

#### 23.2.1 Meal Claiming Method

Due to local specifications, meal reimbursement will be an allowance with a fixed amount. Reimbursement will be the full amount stated in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts will not be required.

### 23.3 Other Treatments

#### 23.3.1 Travel Arrangement

Travel arrangements are aligned with Global Travel Policy while integrating specific local guidelines outlined in the document HR Travel Procedure. [Human Resources Travel Procedure](#)

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## 24 SAUDI ARABIA

### 24.1 Vehicles

#### 24.1.1 Company car

Company cars are provided only to employees eligible under the Company Car Policy (if applicable).

#### 24.1.2 Service Vehicle

Former GTS	On occasion, travel from business site to business site may be undertaken using a company driver if applicable. This should be for a travel within Saudi Arabia, which should not be more than a day in duration.
Former Hitachi Rail	Service vehicles (with drivers) are available only for the GCC countries due to security matters, may be assigned to business needs, subject to managerial approval.

#### 24.1.3 Rental Car

For former Hitachi Rail employees, company approved rental vendors must be used. Maximum driving distance per day is 300 kilometres and fuel expenses will be reimbursed as per company guidelines.

#### 24.1.4 Private Car – Mileage Reimbursement

For former GTS, employees traveling within the Kingdom of Saudi Arabia to a business site may use their own vehicle. Mileage reimbursement will be provided at the rate of 0.50 SAR per kilometre.

### 24.2 Other Treatments

#### 24.2.1 Cash Advances

For former Hitachi Rail employees, no cash advances will be provided except for exceptional cases approved by Human Resources.

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## 25 SINGAPORE

### 25.1 Other Treatments

#### 25.1.1 Winter Clothing

Based on the date of travel, an allowance of SGD 300 is provided once every 3 years to Employees going on overseas business trips during winter period.

Winter periods prevail as follows:

Northern Hemisphere: 01 Oct - 31 Mar

Southern Hemisphere: 01 Apr - 30 Sep

Employees are to print out their Approved Travel Request form, a photocopy of the boarding passes (round trip) and submit to Human Resource for allowance to be paid via payroll.

Restrictions:

Employees who are assigned to work in overseas projects or undergo training of more than 1 month, will not be entitled to the above compensation. They will follow the current arrangement of compensation for overtime instead. For this purpose, the onward and return travel time associated with the concerned overseas assignment shall be considered as working for the project.

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## 26 SOUTH AFRICA

### 26.1 Vehicles

#### 26.1.1 Private car – Mileage Reimbursement

Employees traveling within South Africa to a business site may use their own vehicle. Mileage reimbursement will be provided at the rate of 4.84 ZAR per kilometre.

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## 27 SPAIN

### 27.1 Vehicles

#### 27.1.1 Private car – Mileage Reimbursement

Former GTS	Employees must follow the article 23 of the Hitachi Rail GTS Spain <a href="#">Collective Labor Agreement</a> .
Former Hitachi Rail	In the exceptional case where the employee uses their personal vehicle for business trips, the mileage reimbursement will be paid at 0.30 EUR per km.

### 27.2 Meal Scheme

#### 27.2.1 Meal Claiming Method

As an interim measure and due to local specifications, reimbursement shall be made following the current rules. This provisional arrangement is subject to potential adjustment to ensure full compliance with the Global Travel Policy and will remain in effect pending further review or formal notice.

<Former GTS>

International Travels: Will follow the current scheme due to local specifications.

Domestic Travels: Employees must follow the article 21 of the Hitachi Rail GTS Spain [Collective Labor Agreement](#).

<Former Hitachi Rail>

Target	Meal Amount
Mainly employees in the signaling area, whose contracts stipulate that expenses incurred for travel will be reimbursed by the company upon justification	<b>Reimbursement will be expense with a cap:</b> Amounts are according to the Global Travel Policy <b>7.1.1 Meal Scheme Principles</b> table
Ilsa Project	<b>Reimbursement will be the following fixed amounts*:</b> • Breakfast: €10 • Lunch: €24 • Dinner: €24 In cases where breakfast is included in the accommodation, the breakfast allowance declaration must be manually deleted in the SAP ESS system by the traveller.
Workers from Hitachi Rail Spain (prior to the merger between HRE and STS España)	<b>Reimbursement will be the following fixed amounts*:</b> Full meal allowance of €58 (if the trip lasts all day) or Half a meal allowance of €29 (if the trip lasts half a day). Must be reported via email to the Human Resources department for their reflection in the payroll.

\* Amounts are subject to change in accordance with the applicable collective agreement and/or negotiation with the workers' representatives.

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## 28 SWEDEN

### 28.1 Vehicles

#### 28.1.1 Private car – Mileage Reimbursement

The mileage reimbursement for using your own car for business travel is according to the amount set by Swedish tax authority (Skatteverket).

### 28.2 Other Treatments

#### 28.2.1 A1 Certificate

A1 certificate of coverage is a form that states which EU/EEA countries and Switzerland a worker is covered by social insurance. When working abroad or going to other countries on business travel, it is a legal requirement to have a valid A1 certificate stating the countries that the employee is working in, to document that an employee is socially secured. Please see more information in the HR Handbook.

#### 28.2.2 Standard Valuation

All meals claims will be subject to taxation according to the standard valuation (schablonvärdering) set by Swedish tax authority.

For the tax year 2025, the following standard values apply for free meals:

- Full free meals (at least three meals per day): SEK 305
- Lunch or dinner: SEK 122
- Breakfast: SEK 61

#### 28.2.3 Tax-Free Lodging Allowance

If the company does not have any expenses for the employee's lodging, such as when staying with family or living in their own camper van, the employee is entitled to receive a tax-free allowance, amount set by tax authority (skatteverket).

#### 28.2.4 Corporate Card / Advance payments

Contact the Local travel manager for more information and the requirements to receive a corporate card.

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## 29 SWITZERLAND

### 29.1 Trains

When the customer will be accompanied by our employees, then they will share the same class as the customer is booking.

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## 30 TAIWAN

### 30.1 Vehicles

Employees must obtain written authorization prior to renting vehicle and using personal vehicle.

#### 30.1.1 Taxi and Ridesharing

Original receipt with timestamps and routes is requested for reimbursement.

#### 30.1.2 Company Car

Employee must prioritize public transportation or company -provided vehicles for same-city travel.

#### 30.1.3 Private Car – Mileage Reimbursement

In an exceptional circumstance where employees use their private car for business purposes, the mileage reimbursement will be calculated at a rate of 10 NTD/KM. A screenshot of the most convenient route shall be submitted for reimbursement. Employees are obligated to ensure their private car always maintain valid insurance coverage when used for approved business purposes. Employees assume full financial responsibility for costs or fines due to negligence or violation of traffic rules.

### 30.2 Meal Scheme

#### 30.2.1 Meal Claiming Method

As an interim measure, for former Hitachi Rail Taiwan employees, reimbursement shall be made with a fixed amount specified in the Global Travel Policy **7.1.1 Meal Scheme Principles** table. Receipts are not required. This provisional arrangement is subject to potential adjustment to ensure full compliance with the Global Travel Policy and will remain in effect pending further review or formal notice.

### 30.3 Other Treatments

#### 30.3.1 Travel Approval Requirement

Travel Request Form (FOR 273) must be used for approval.

#### 30.3.2 Laundry Charges

Where hotel stay exceeds 4 nights, employee can reimburse up to NT\$100 per additional night. A copy of laundry receipt is requested for reimbursement.

#### 30.3.3 Advance Payments

In case travel exceeds seven days, employees may receive cash advance up to 80% of the meal allowance for the duration of the trip. The Finance Department must be notified immediately once travel is approved. All advances must be cleared within 30 days of returning to Taiwan. Failure to do so may result in the Company recovering the advanced amount through direct deduction from the employee's salary.

#### 30.3.4 Expense Reimbursement

Unless otherwise specified, meal expenses undertaken in the current month will be disbursed as part of the following month's payroll.

#### 30.3.5 Insurance

Travel department will purchase international travel insurance upon ticket issuance and send it to employees' email. In the event of an emergency, employees must inform the insurer within 24 hours using contact information provided in the insurance policy.

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## 31 TURKEY

### 31.1 Vehicles

#### 31.1.1 Private Car – Mileage Reimbursement

Employees may use their private cars only in exceptional circumstances with General Management approval. Only fuel expenses will be paid with the fuel receipt for use. The traveller is responsible for ensuring that their vehicle has all necessary licenses, insurance and permits and that their driver's license is valid.

The Company does not pay any possible fines resulting from improper driving, exceeding the speed limit, improper parking and/or any other traffic violations. These fines will not be refunded and will be paid by the driver/violator.

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## 32 UNITED ARAB EMIRATES

### 32.1 Vehicles

#### 32.1.1 Company car

Company cars are provided only to employees eligible under the Company Car Policy (if applicable).

#### 32.1.2 Service Vehicle

Former GTS	On occasion, travel from business site to business site may be undertaken using a company driver if applicable. This should be for a travel within United Arab Emirates, which should not be more than a day in duration.
Former Hitachi Rail	Service vehicles (with drivers) are available only for the GCC countries due to security matters, may be assigned to business needs, subject to managerial approval

#### 32.1.3 Private Car – Mileage Reimbursement

Former GTS employees may use their own vehicle when traveling within United Arab Emirates to a business site. Mileage reimbursement will be provided at the following rates:

- 0.75 AED per kilometre if petrol is not being provided by the company.
- 0.45 AED per kilometre if petrol is being provided by the company.

Distance calculation will be based on a location-to-location basis, supported by a map's application screenshot showing the start and finish, along with the kilometres travelled.

### 32.2 Other Treatments

#### 32.2.1 Cash Advances

For former Hitachi Rail employees, no cash advances will be provided except for exceptional cases approved by Human Resources

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## 33 UNITED KINGDOM

### 33.1 Vehicles

#### 33.1.1 Company Car

For former GTS employees, mileage rates are based on HMRC rates and are updated quarterly.  
<https://www.gov.uk/guidance/advisory-fuel-rates>

#### 33.1.2 Service Vehicle

Former GTS	Fuel cards used to pay for fuel or individual receipts claimed as 'fuel' in expenses.
Former Hitachi Rail	Managed by Fleet Services.

#### 33.1.3 Private Car – Mileage Reimbursement

Former GTS	Mileage rates are based on HMRC rates and are updated quarterly. <a href="https://www.gov.uk/guidance/advisory-fuel-rates">https://www.gov.uk/guidance/advisory-fuel-rates</a>
Former Hitachi Rail	To enable UK staff to claim personal mileage please contact the local HR Shared Services to confirm the process. ( <a href="mailto:hrsharedservices@hitachirail.com">hrsharedservices@hitachirail.com</a> )

### 33.2 Reimbursable Items

Former Hitachi Rail and former GTS – differences stated where procedures and policy reference locations and booking tools have not merged.

Expense Type		Comment
1. Travel	Fuel	Car Hire Refill Only
	Personal Mileage	Where mileage is expected to be greater than 80 miles per day, Car Hire should be arranged.
	Public Transport	Only permitted where it is not possible to book transport through AMEXGBT (former Hitachi Rail) / Concur (former GTS) (evidence and approval from your line manager must be provided)
	Trains	Former GTS: All return trips over £100 to be booked on Concur. <£100 to be booked at station or via TOC and claimed back via Concur expenses
	Ferries	Former GTS: All ferries must be booked via Concur and claimed back via Concur expenses
	Domestic Dinner	Only for domestic travels the amount claimable for dinner will be former GTS £40/former Hitachi Rail £45
	Tips/Gratuities	Should not exceed 15%
2. Other	Courier and Postage	Only claimable where Facilities are not available at site, or where a site franking machine is not available.
	Telephone/Internet	Former Hitachi Rail: Please request to IT through the Service Now Portal
	Bank Fees	Late payment fees should be met by the individual and only expensed in exceptional circumstances
	Stationery and Office Supplies	Can include 'special tools and equipment' to be used in exceptional circumstances and with the pre-approval of your line manager

### 33.3 Other Treatments

#### 33.3.1 Corporate Card

Corporate Card is AMEX

#### 33.3.2 Insurance

For former GTS travel security, assistance and travel insurance information - [Travel Security](#)  
For former Hitachi Rail travel security, assistance and travel information – [travel@hitachirail.com](mailto:travel@hitachirail.com)

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#	Country	TMC – Booking system	Contacts (normal service)	Contacts (emergency service) – h24 7/7
1	Australia	Amex GBT – Neo	8.30am to 5.00pm EST: au.domtravel@amexgbt.com, +61 2 8228 1172	+61 2 8228 1172
		CWT – offline	Domestic Email: Traveldom.au@contactcwt.com. International Email: Travelint.au@contactcwt.com	+61 2 9395 7200
2	Austria	CWT	travel.at@urbanandmainlines.com	-
3	Bulgaria	CWT in Austria	travel.at@urbanandmainlines.com	-
4	Canada	Amex GBT – Neo	1-646-817-9847 (change or cancel the reservations)	-
		CWT – Concur	travelteameast.ca@contactcwt.com, 905-694-2760	-
5	Chile	CWT – offline	BDitommaso@mycwt.com ; Mobile phone +55 11 9 9994-5265	-
6	China	CITS – Amex GBT	bt.cn@citsgbt.com, +86 10 87155000	-
		CWT - offline	400 678 1821 (call within China), +86 (0) 22 58578183 (call from abroad)	-
7	Denmark	UVET in Italy - offline	Mon to Fri, 08:30-19:00: bookingsabre@uvetgbt.com, +30 02818138844 Ref.: Helle Granhoj	afterhours@uvetgbt.com, +39 02 818138844
		CWT - Concur	Mon-Thu, 8.00-16.30 - Fri, 8.00-16.00: erm.dk@contactcwt.com, +45 33637764 Ref.: Camilla Pedersen	-
8	Egypt	CWT - offline	fscsg.eg@contactcwt.com, +20 02 2292 8554	esc@mycwt.com, +20 02 2292 8555
9	Finland	Offline	matkat@kouvolanmatkatoimisto.fi	+358 40 558 4607, +358 40 550 2887
10	France	Amex GBT	Every working day 8:30-18:30: fr.biztravel@amexgbt.com, 01 57 32 97 15	Same phone number
		CWT - Concur	Please contact your local referent if you need support	
11	Germany	CWT - Citric	DE.GTS- Reisestelle@urbanandmainlines.com	-
		MFG- Reisen in Germany	Mon to Fri, 08:30-18:00: teamA.mfg@derpart.com, +49 8961099110, leitung.mfg@derpart	+49 89 610991-10
12	Greece	UVET in Italy - offline	Mon to Fri, 08:30-19:00: hitachirailsts@uvetgbt.com, +30 02 818138844	afterhours@uvetgbt.com, +39 02 818138844
		N/A		-
13	Honk Kong	CWT - offline	+852 2 213 5700	+852 2 213 5700 (additional service fees may apply)
14	Hungary	Offline	GTS-travel.hu@urbanandmainlines.hu	-
15	India	STS India - Amex (India) offline	Mon to Fri, 09:30-18:00: 1860 419 12 63 or STS India Travel manager in.domtravel@amexgbt.com : Domestic, travel.in.intravel@amexgbt.com : International travel	-
		GTS India - Moksh Travels Offline	Mon to Fri, 08:00-22:00: +91 95607 77444 deepak@mokshholiday.com	-
16	Israel	CWT - offline	TBD	-
17	Italy	UVETGBT - BizTravel	Mon to Fri 08.30 -19:00: hitachirailsts@uvetgbt.com, +39 (02 81838 844	Afterhours@uvetgbt.com, +39 (0)2 81838 844
		CWT - Book2go	Mon to Fri 08.30 -19:00: +39 0258034513	+39 0258034513
18	Latvia	Kalipso Travel	Please contact your local referent if you need to plan business trip.	
19	Malaysia	Amex GBT	+603-21675638, fax +603-21634663	+603-27277800
		CWT - offline	GTS.travel@mycwt.my; mob: +603 2303 9240	Afterhours (Chargeable): +60 3 2303 9250
20	Mexico	CWT – offline	TB Mon to Fri, 09:00 – 19:00 thales.latam.ww@contactcwt.com	+52 55 5130 4507
21	Morocco	CWT – offline	razzaoui@mycwt.com, +212 5 22 64 07 45	razzaoui@mycwt.com, +212 5 22 64 07 45
22	Netherlands	CWT – Citric	martine.devaal@urbanandmainlines.com, +316 42395735	-

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#	Country	TMC – Booking system	Contacts (normal service)	Contacts (emergency service) – h24 7/7
23	New Zealand	CWT – offline	+64 9 222 1310	-
24	Norway	CWT - Concur	Berg-Hansen, Tel: (+47 220) 08050, kundeservice@berg-hansen.no www.berg-hansen.no	-
25	Panama	Klassic Travel Panama - offline	nburbano@mycwt.com.pa; hdegracia@mycwt.com.pa, 507-229-44-90	+507-6981-0800
26	Peru	Jessica Ortiz de Zevallos - offline	<u>Mon to Fri, 8.30-19.00:</u> (511) 614 9114, (511) 989 065 107	serviciourgencias@viajeselcorteingles.c, 511 6149121
27	Philippines	Amex	TBD	-
		Travel Managers International	ppagtalunan@travelmanagersph.com, 0908 887 0565 (Smart), 0927 430 4227 (Globe)	-
28	Poland	eTravel SA	katarzyna.czarnicka@etravel.pl, mob.: +48 605 996 960	Flights: +48 22 492 77 08; Hotels: +48 22 492 77 09
29	Portugal	CWT - Concur	(+351) 218925530/19/55	+44 20 3353 0952
30	Qatar	CWT – offline	gtsqa@mycwt.ae, +971 4 404 14 00	ets@mycwt.ae, +971 4 404 14 00
31	Romania	Q Travel (Travel Confort)- offline	daniel@q-travel.ro; mob: +4 0731.30.50.40, tel: +4 021.310.00.15, +4 021.310.31.51	+4 0731.30.50.40
32	Saudi Arabia	Please contact your local referent if you need to plan business trip		
		CWT – offline	gts@ace-travel.com, +966 1 1464 8702	gts@ace-travel.com, +966 1 1464 8702
33	Singapore	CWT – offline	TeamH.sg@contactcwt.com; kbenedicto@mycwt.com	-
34	South Africa	CWT – offline	mharibarran@mycwt.co.za, +27 74 903 9784	mharibarran@mycwt.co.za, +27 11 703 1056
35	South Korea	STI Jeon-Moon Travel - offline	+82 27254 646	-
36	Spain	Amex - offline	<u>Every working day 9.00-18.00:</u> es.travel@amexgbt.com, 34 918 366 895	The call will automatically be redirect
		CWT - offline	<u>Mon to Fri, 8.30-19.00:</u> travelspain.es@contactcwt.com, +34 911 14 80 81	+34 911 14 80 81
37	Sweden	Amex GBT - Neo	<u>Mon to Fri, 08.00 – 17.00:</u> +46 (0) 850252266	+46 (0) 850252266
38	Switzerland	CWT - Concur	team1.zrh.ch@contactcwt.com, +41 58 322 25 10	-
39	Taiwan	For You Travel service	0919-280097, 02-25673925, Fax: 02-25233137, samchiu0214@gmail.com	-
		CWT – offline	CWT.TeamD@mycwt.com.tw	-
40	Thailand	CWT – offline	Domestic: worldwide.dom.bkk.th@contactcwt.com, International: worldwide.intl.bkk.th@contactcwt.com	-
41	Turkey	N/A		
		Libra Tourism	aslihan@libratour.com.tr/libra@libratour.com.tr, +90 312 442 78 44	libra@libratour.com.tr, +90 312 442 78 44
42	United Arab Emirates	Please contact your local referent if you need to plan business trip.		
		CWT - offline	gtsae@mycwt.ae, +971 4 404 15 87	ets@mycwt.ae, +971 4 404 15 87
43	United Kingdom	Amex GBT – Neo	GB.Travel@amexgbt.com + GB.Support@amexgbt.com, +44 2037 884 045	+44 2037 884 045
		CWT - Concur	virsharedtl@mycwt.com + sbrady@mycwt.com +44 20 3353 0255	+44 20 3353 0255
44	United States of America	Amex GBT - Neo	1-646-817-9847 (change or cancel the reservations)	-
		CWT - Concur	travelteameast.ca@contactcwt.com, 905-694-2760	-

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