

General Condition for Billing Travel Expenses of Contractors

1. Object and scope

These conditions regulate the commissioning, completion and billing of travel expenses of contractors (hereinafter referred to as "business partner") for business trips to a location other than the contractually agreed-upon location where services are to be performed. The conditions apply in addition to the respective agreed Purchasing Conditions of ista SE or ista Customer Service GmbH (hereinafter referred to as "ista").

Any actions deviating from these conditions that are not agreed upon with ista at least in text form shall cause the travel expenses in question to not be reimbursed. Business trips for ista must always be conducted in consideration of the aspect of sustainability and economic efficiency. If the business partner commissions subcontractors with the prior approval (at least in text form) of ista, then billing their travel expenses alone shall be accepted under these conditions.

2. Types of travel booking

In general, travel may only be booked by the business partner with the prior written consent (text form is sufficient) of the responsible department of ista. The business partner shall only bill the net costs incurred to ista, without any surcharges. The actual travel expenses incurred shall be submitted as an invoice in the sense of Sec. 14 VAT Act on a monthly basis, along with the invoice for the contractual services performed. If the travel expenses are already included in the calculated contractual compensation (all-in rate), then travel expenses shall not be reimbursed.

3. Reimbursable costs

Means of transportation must always be selected in consideration of economic and time-related aspects. Reimbursable travel expenses include only the following means of transportation.

Flights: Flights must generally be booked Economy class, at the least expensive rate available at the time of the inquiry. Flight bookings must always be made as early as possible to avoid unnecessary additional costs.

Rail travel: ista shall reimburse rail travel incl. seat reservations up to the 2nd class. Discounts from railway cards (Bahncard) or other rebates must be offset against the price of the trip.

Rental cars and passenger cars: Costs for renting a car will be reimbursed up to the Compact category (Golf class, for instance). Fuel refilled by the person renting the car shall not be

reimbursed. Costs associated with private travel shall not be reimbursed. ista shall reimburse 0.40 EUR/km for business trips taken with the traveller's own passenger car.

Public transportation/taxis: For sustainability reasons, the business partner must generally check whether public transportation is a viable option. If public transportation would not be a reasonable option in an exceptional case for reasons of economic efficiency or time, then a taxi trip shall be reimbursed up to a maximum of 50 EUR.

Hotel costs: In general, only hotel costs for the standard category (up to three stars) shall be reimbursed. In exceptional cases, higher categories shall be accepted after prior agreement if it can be verified that there are no comparable overnight lodging options (for instance abroad). Costs for breakfast and other meals shall not be reimbursed.

4. Visas and entry fees

Costs for visas and entry shall be reimbursed under the commission.

5. Travel time

Travel time shall generally not be reimbursed.

6. Non-reimbursable costs

ista shall not reimburse the following costs, in particular:

- Food and drink
- Passport costs
- Cleaning clothing
- Doctor's and vaccination costs
- Tips
- Banking fees and fees for payment methods
- Luggage storage and transportation
- Charged internet usage and telephone fees
- Rental car damage and lost luggage
