

# DASSAULT SYSTEMES

## Travel Policy for Dassault Systèmes Service Providers



**3DEXPERIENCE**

Revision	Date	Issue history
V1	08.03.2017	Update of the policy drafted in 2013

# 1. Travel Policy for Dassault Systèmes Service Providers

## 1.1. Subject

This document provides and establishes procedures to Service Providers with the necessary information related to reimbursement of travel expenses incurred as part of their assignment.

Dassault Systèmes reserves the right to add, amend or remove sections. The Purchasing Department is responsible for distributing and implementing this policy.

## 1.2. Definitions

- Service Provider: Company working on behalf of Dassault Systèmes
- 3DS Coordinator: Dassault Systèmes staff member responsible for the assignment performed by the Service Provider in charge of authorizing travel

## 1.3. Responsibilities

The Service Provider is responsible for complying with the travel policy. Any travel requests must be authorized in advance by email prior to the Service Provider making any bookings using its own resources.

The Service Provider must:

- Send an email to the 3DS Coordinator indicating the date(s), location(s) and purpose(s) duration of the trip and the selected means of transportation, along with the total estimated cost of the trip
- Keep the email

The 3DS Coordinator must:

- Evaluate the relevance of each trip
- Respond to the Service Provider's email, approving or denying the request
- Keep the email confirming the approval or denial
- Accurately review expense reports submitted by the Service Provider to verify policy compliance

## 1.4. Use of videoconferencing or teleconferencing

Video conferencing or telephone conference calls are alternatives to travel. The Service Provider should evaluate if video conferencing or conference calls could be used to prevent or control travel costs.

## 1.5. Application of the policy

Dassault Systèmes will reimburse the Service Provider for all reasonable and necessary expenses while traveling on authorized company business trips. Dassault Systèmes assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

# 2. Travel booking procedures

In order to benefit from best available rates, Service Provider is asked to book trips with as much advance purchase as possible to benefit from best available rates.

International flights should be booked at least 21 days in advance and continental/national flights should be booked at least 14 days prior to travel date.

All travel bookings, such as plane tickets, train tickets, hotel and car rental, as well as any changes, must be made by the Service Provider, via their travel agency or directly online, selecting the best available rates to ensure compliance with the rules of this policy.

All travel requests will be subject to authorization and must be submitted for approval to the 3DS Coordinator by email.

Such requests must be approved before issuance/booking of any tickets (plane, train)

In the event Dassault Systèmes requests that a trip be cancelled or changed any costs incurred will be reimbursed by Dassault Systèmes upon receipt of all required documentation.

### 3. Class of service and transport

#### 3.1. Class of service for air travel

Airline class of service must be in Coach Class, irrespective of the flight time.

To ensure the lowest fare possible, the Service Provider must book a non-refundable fare at the lowest cost flight available within a time window from two hours before/ after the planned departure time for domestic flights and four hours before to four hours before/after the planned departure time for international flights.

Service Provider is expected to accept the best available rate. Personal preference and frequent flyer programs must not influence the booking process.

Upgrades are not allowed and will not be reimbursed by Dassault Systèmes

#### 3.2. Class of service for rail travel

Rail travel must be booked in second class, whatever the length of the journey.

Train must be booked instead of air travel when travel time does not exceed 3 hours from train stations.

#### 3.3. Ground transportation

The most economical means of transport must be used to get to and from the airport or train station, namely bus or train when this type of transport is available.

Other possible means of transport are listed below:

- Underground train
- Hotel or airport shuttle
- Vehicle rental
- Taxi

It is recommended to give priority, where possible, to vehicle rentals than to taxis where the cost is lower.

Service Provider's employees returning from a business trip after 10 pm may take a taxi home at the cost of Dassault Systèmes.

Service Provider's employees traveling to the same location should share vehicles wherever possible.

## 4. Accommodation

Hotel must be a reasonable distance from the destination offices and respect **3DS rate ceilings threshold**. All hotels booked above the rates provided, may be subject to non-reimbursement.

Hotel caps are updated annually (cf. attached Excel file).



2017-02 DS Global  
Hotel Rate Ceilings.xl

Only the following additional expenses will be covered (if these services are not already included in booked rate):

- Breakfast
- Parking

## 5. Meal costs

Meal costs incurred during business travel are reimbursed based on supporting documents up to the authorized cap (converted into local currency) listed below: Meals	Cap in euro
Breakfast	15
Lunch	23
Evening meal	35

Any additional meal costs incurred with third party invitation will not be reimbursed.

## 6. Vehicle rental

### 6.1. Authorized rental car categories

The Service Provider must book a vehicle at the lowest rate available from all offered categories

Personal preferences and loyalty programs must not influence the booking choice.

### 6.2. Expenses linked to use of the rental vehicle

The insurances - such as "Collision/Liability Damage Waiver (CDW/LDW)", "Theft Protection Coverage (TPC)" or any other mandatory insurance required because of local regulations - will be reimbursed.

Additional insurances as "Super Cover", "Personal Effect Protection insurance (PEP)" and "Personal Additional Insurance (PAI)" should always be declined and will not be reimbursed.

Expenses linked to tolls, parking and fuel will be reimbursed based on supporting documents. No other expenses are covered.

The vehicle must be returned with a full tank, otherwise reimbursement may be refused.

## 7. Personal vehicle usage

Personal vehicles may not be used for business trips.

## 8. Travel insurance

When traveling for business purposes in France or abroad, Service Provider must provide their own insurance.

The Service Provider must contact their insurer in the event of any damage. Under no circumstances will Dassault Systèmes cover personal items that are lost or stolen during business trips.

## Appendix 1: Expense claims

### A. Declaration of costs and expenses

The Service Provider must declare costs and expenses within one (1) month of the date of return, and before the end of their assignment. Beyond this period, reimbursement may not be authorized.

The request must be sent to the Assignment Coordinator along with all original travel receipts/documentation.

- All expenses must be shown on the summary sheet and accompanied by supporting documents.
- The expenses claim must be submitted in the currency of the country visited, then converted using the mean conversion rate on the day the expense was incurred, as per <https://www.oanda.com/currency/converter/>
- For supporting documents in the Cyrillic, Arabic or Asian alphabets, the Service Provider name and the currency must be transcribed into the Roman alphabet

To be considered, the supplier should send the request for reimbursement, which must be:

- Detailed in the Travel summary table (section C below)
- Accompanied by supporting documents: detail of original supporting documents to be supplied (section D below)

The amounts declared must be inclusive of taxes.

### B. Approval of costs and expenses

Following receipt of the expenses claim, the 3DS Coordinator approves this or requests additional documents from the Service Provider.

Once the amount is approved, the 3DS Coordinator forwards the purchase order reference, which must be shown on the expenses invoice.

The Service Provider bills the expenses previously approved.

NB: travel costs must be detailed on a separate invoice and not be added to invoices for services.

## C. Travel summary table



### Travel summary table for service prov



#### Travel Summary / Receipts for Service provider travel

Name of the company assigned on behalf of Dassault Systèmes \_\_\_\_\_ Date of the request \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Description of the assignment:

Purpose of travel \_\_\_\_\_

Name of 3DS Coordinator \_\_\_\_\_

Name of Service Provider assignment coordinator \_\_\_\_\_

This request must be accompanied by all original travel receipts/documentation

Each travel receipt/item of documentation must be provided and detailed in the table below:

			CURRENCY		
			Amount in local currency	Conversion rate*	Amount converted to €
<b>GROUND TRANSPORTATION: taxi, bus, car rental</b>					
Date	Supplier	Description			
<b>Total</b>			0,00	0,00	0,00
<b>TRIPS: plane, train</b>					
Date	Supplier	Description			
<b>Total</b>			0,00	0,00	0,00
<b>ACCOMMODATION</b>					
Date	Supplier	Description + location			
<b>Total</b>			0,00	0,00	0,00
<b>FOOD: breakfast, lunch, evening meal</b>					
Date	Supplier	Description + location			
<b>Total</b>			0,00	0,00	0,00
			<b>TOTAL INC. TAX</b>		
			0,00	0,00	0,00

<b>Signature of Supplier coordinator</b>
Date: _____ Name: _____
<b>Signature of Dassault Systèmes coordinator</b>
Date: _____ Name: _____

\* The expenses claim must be submitted in the currency of the country visited, then converted using the mean conversion rate on the day the expenses were incurred, as per <https://www.oanda.com/currency/converter/>

#### D. Details of the supporting documents to be provided

Nature of the expense	Receipts requested	Additional information
Flight	- Boarding pass - Booking confirmation	
Train	Train ticket/e-ticket	
Hotel	Detailed bill (number of nights, breakfast, meals, Internet, parking, etc.) in the name of the Service Provider	
Car rental	Detailed bill in the name of the Service Provider	
Meals	Itemized bill showing the amount of VAT and date	
Taxi or equivalent	Receipt showing the destinations and date	
Others	Bill or receipt	A credit card receipt cannot be used as a supporting document