

## FAQ Travel expenses scheme 1 July 2022



1. What is meant by a 'sufficiently fixed travel pattern'. This is a predetermined/agreed attendance pattern.
2. If someone travels to work 4 days one week and 5 days the other week (alternately) what should he / she specify for travel frequency per week? The average number of travel movements. In this example, this is 4.5 travel movements per week.
3. How do I get my public transport card? If you do not yet have an NS business card, a card will be requested after receipt of your form. This card will be sent by NS to the residential address known to NWO-I.
4. Can I upgrade to 1st class travel? Yes, but then you must purchase the card yourself. NWO-I will base the travel allowance on 2nd class and pay it out via your salary. Contact the payroll administration to find out what you need to provide to be eligible for compensation.
5. What should I do if I choose another fixed form of transport? Changes that affect the reimbursement must be passed on to the payroll administration using the appropriate form. At the moment, this form is not yet available digitally, but you can request this from the payroll administration via (email)
6. I travel incidentally in another way than reported, is there anything I should do? No, only in case of structural changes in transport choice a new form has to be filled in.
7. If you carpool, but are not the driver, do you get 9 cents per kilometre? Yes, with a maximum of 81 euros per month.
8. I am a car-pool driver, do I get a mileage allowance? No, reimbursement is determined on travel distance from home to work location.
9. Does a hybrid car fall under completely emission-free means of transport? No, a hybrid car is not completely electric and therefore not completely emission-free.
10. Are housing locations that are difficult to reach not taken into account? Arrangements only refer to work locations that are difficult to reach. No, the basic principle is that the work location must be accessible by public transport, whereby the employee receives an allowance for the distance to the pick-up or drop-off point.
11. When is personal safety endangered as referred to in Article 3.5.e? This is an exceptional situation but if you are of the opinion that this may apply, please contact your personnel advisor.
12. Travel time by public transport (according to timetable) may differ, depending on the time of travel. As a result, the travel time at one time (departure time) can be more than 1.5 hours, and at another time less than 1.5 hours. What will be the calculation rule in such a case? In determining the travel time, travel within regular working hours is considered. If it is reasonably impossible to make the trip within the agreed work schedule within 1.5 hours, the high travel allowance can be applied for a travel time saving of at least 30 minutes with your own transport. When determining the travel time, consideration is also given to a possible shortening of the travel duration by changing the departure times.
13. When will the travel time by public transport be recalculated? Does this also happen in the event of a (significant) change in the public transport timetable? The employee can request changes or changes to the compensation on the basis of Article 4 in UR-1.



14. What are the consequences of a public transport card for my additional (AVOM) travel allowance? The right to an additional (AVOM) travel allowance lapses for the part of the journey made by public transport.
15. I have already taken out a public transport subscription for my commute to work, what are the possibilities in terms of compensation? If the current subscription cannot be canceled prematurely, the costs of the subscription will be allocated as public transport compensation until the end date of the current subscription. Contact the payroll administration to find out what you need to provide to be eligible for compensation
16. I have a public transport card and I am leaving the company, what should I do? On the last day of your employment the card must be handed in at your HR department.
17. Can I also use the OV bicycle with the NS business card? Yes.