

Entrepreneurs for Entrepreneurs (OVO) – Expense allowance policy

Article 4 – The expense allowance policy from the Volunteer Agreement stipulates that:

- The performance of the activities for Entrepreneurs for Entrepreneurs cannot result in the payment of any remuneration.
- **An allowance per kilometer** is provided for transportation as part of a volunteer assignment. Expenses for internal meetings and/or own activities of Entrepreneurs for Entrepreneurs are **not** refunded.
- OVO will reimburse any **actual expenses** incurred in the context of a specific service assignment, **providing the correct supporting documents** (e.g. invoice, VAT receipt, purchase invoice, etc.) AND **prior approval** by the Executive Board.
- However, travel to the office by public transport for volunteers who work, full or half days at the office every week will be reimbursed with clear agreements in advance. For home-office travel by car or bicycle, OVO does not provide any interventions.
- Arrangements regarding travel and accommodation costs for volunteers acting as OVO Business Coach during Boost Camps are defined in the OVO Business Coach role description. The expenses policy does not apply to these arrangements.

Further explanatory notes on this expense allowance:

- OVO provides the legal mileage allowance for travel by car.
- We will only reimburse the cost of second-class tickets for travel by public transport and we will count on the volunteer always taking the least expensive route. An expense allowance will be paid based on these actual expenses which can only be reimbursed if the necessary supporting documents have been produced.

The following additional conditions also apply:

1. Entrepreneurs for Entrepreneurs has deliberately chosen to only reimburse actual expenses (no flat-rate expenses);
2. A claim for the reimbursement of expenses is to be submitted on a quarterly basis using the **Expense Report** template. Claims will only be taken into consideration if the relevant form has been filled in;
3. A claim for the reimbursement of expenses incurred in the month of December shall be submitted on 15 January at the latest on account of the end of the financial year;
4. The Expense Report template must be filled in completely and correctly and signed by the volunteer;
5. The correct supporting document (the original, not a copy) is to be enclosed for every expense specified in the Expense Report (train tickets, parking receipts, receipts, etc.);
6. Expenses for which no supporting documents have been provided will not be reimbursed.