

Travel costs & expenses for suppliers

1. Booking and approval

Travellers are obliged to be cost-effective and to consider alternatives (e.g. telephone or video conferences).

Only business trips agreed in advance with Zalando as part of the business relationship with Zalando can be invoiced.

2. Travel and flight costs

As a general rule, please always try to choose the cheapest option. Domestic and European flights should always be booked in economy class. Domestic flights / within Europe / within Asia have a limit of **EUR 350** for round trip. Intercontinental flights have a limit of **EUR 1.500** for round trip. Travel by railway shall only be booked in 2nd class. Seat reservations are allowed. Furthermore the use of public transport shall be preferred. Before taking a taxi, each traveller shall check whether public transport (e.g. bus, subway) is available and can be used without considerable disadvantages compared to a taxi.

The receipt must state the place and time of travel, otherwise the costs will not be refunded.

The reimbursement in case of using your private vehicle will be covered with €0.30 per kilometer for trips up to 400 km. The mileage allowance covers all costs related to the use of the private car (taxes, insurance, repairs, depreciation, etc.) and it does not increase if other persons are taken along for professional reasons.

3. Costs for overnight stays

Booking of standard rooms in up to four stars hotels will be reimbursed according to the following limits:

- Domestic up to EUR 100 (Germany)
- Abroad up to EUR 160 (other than Germany)