

TL - ThomasLloyd
employee
CL - Clients
3rdP - Other third party

| English | Deutsch | Participants | Description |
|----------------------------------------|--------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01. Travel Expenses | 01. Reiseausgaben | | |
| Hotel | Hotel | TL | |
| 02. Transportation | 02. Transport | | |
| Airfare | Flugkosten | TL | |
| Airline Fees | Tarif der Fluggesellschaft | TL | |
| Car Rental | Mietwagen | TL | |
| Fuel | Benzin | TL | |
| Parking | Parkgebühren | TL | |
| Personal Car Mileage | Kilometer eigener Pkw | TL | |
| Public Transport | Öffentliche Verkehrsmittel | TL | |
| Taxi | Taxi | TL | |
| Tolls/Road Charge | Gebühren | TL | |
| Train | Zug | TL | Enter the location of where you bought the ticket, if online then select any city of the same country as you have your work contract. |
| 03. Meals | 03. Mahlzeiten | | |
| Breakfast | Frühstück | TL | Expenses for breakfast during travel for the expense claimer only. See limits in policy. Not base location. |
| Lunch | Mittagessen | TL | Expenses for lunch during travel for the expense claimer only. See limits in policy. Not base location. |
| Dinner | Abendessen | TL | Expenses for dinner during travel for the expense claimer only. See limits in policy. Not base location. |
| Dinner - at base location | Abendessen - Innerhalb des Stadtbezirks | TL | Expenses for dinner at base location of the expense claimer's office. For the expense claimer only. See limits in policy. Not during travel. |
| Business Meal (attendees) | Geschäftssessen (Teilnehmer) | TL CL 3rdP | Expenses for breakfast/lunch/dinner, initiated by TL employee during travel. Invited business guests are to be registered in Concur. Can include clients and other non-TL employees. |
| 04. Entertainment | 04. Bewirtung | | |
| Entertainment – Staff | Bewirtung, Mitarbeiter | TL | Expenses for food/drinks with TL employees only at base location. |
| Staff Recreation (no food/drinks) | Freizeitaktivitäten der Belegschaft (keine Speisen/Getränke) | TL | Expenses for non-food/drinks with TL employees only. Ex team events, tickets etc. |
| Entertainment – Breakfast/Simple Meals | Bewirtung – Frühstück/einfache Mahlzeiten | TL CL 3rdP | Expenses for breakfast/simple meals with TL employees could include clients and other non-TL person as well, all at base location. |
| Entertainment – Lunch/Dinner | Bewirtung – Mittagessen/Abendessen | TL CL 3rdP | Expenses for lunch/dinner with TL employees could include clients and other non-TL person as well, all at base location. |
| Entertainment – Event/Shows | Bewirtung – Veranstaltungen/Shows | TL CL 3rdP | Expenses for non-food/drinks with TL employees could include clients and other non-TL person as well, at base location. Ex ancillary expenses. |
| Entertainment – External (Domestic) | Bewirtung – Extern (Ausland) | TL 3rdP | Expenses for food/drinks with TL employees and Third parties non-client. Travelling, expenses created in own country. |
| Entertainment – External (Foreign) | Bewirtung – extern (inland) | TL 3rdP | Expenses for food/drinks with TL employees and Third parties non-client. Travelling, expenses created in other country. |
| Entertainment – Staff (With Clients) | Bewirtung – Mitarbeiter (mit Kunden) | TL CL 3rdP | Expenses for food/drinks with TL employees and non-TL at base location. |
| Entertainment – Clients | Bewirtung, Kunden | TL CL 3rdP | Expenses for non-food/drinks with TL employees and non-TL at base location. |

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|----------------------------------|-------------------------------------|--------------|----------------|
| 05. Office Expenses | 05. Büroausgaben | | |
| Courier/Shipping/Freight | Kurier/Versand/Fracht | TL | |
| Office Equipment/Hardware | Büroausstattung/Hardware | TL | |
| Office Supplies/Software | Bürobedarf | TL | |
| Postage | Porto | TL | |
| Printing/Photocopying/Stationary | Drucken/Fotokopieren/Zubehör | TL | |
| 06. Communications | 06. Kommunikation | | |
| Mobile Phone | Mobiltelefon | TL | |
| Telephone | Telefon | TL | |
| Internet | Onlinegebühren | TL | |
| 07. Fees | 07. Gebühren | | |
| Bank Fees | Bankgebühren | TL | |
| Booking Fees | Reservierungsgebühren | TL | |
| Currency Exchange Fees | Währungsumtauschkosten | TL | |
| Medical Fees | Arztkosten | TL | Ex Covid-test. |
| Regulatory Fees | Regulatory fees | TL | |
| 08. Other | 08. Andere | | |
| Compliance | Compliance | TL | |
| Gifts – Clients | Geschenke – Kunden | TL | |
| Gifts – Staff | Geschenke – Mitarbeiter | TL | |
| Newspapers/Magazines/Books | Zeitungen/Zeitschriften/Bücher | TL | |
| Professional Subscription/Dues | Professionelle Abonnements/Beiträge | TL | |
| Seminar/Course fees | Seminar-/Kursgebühren | TL | |
| Staff Awards/Incentives | Mitarbeiterprämie/-anerkennung | TL | |
| Tips/Gratuities | Zuwendungen/Trinkgelder | TL | |
| Tuition/Training Reimbursement | Unterichts-/Schulungsvergütung | TL | |
| 09. Relocation/Ex-Pat | 09. Umzugskosten/Ex-Pat | | |
| Ex Pat Expenses | Auslandsausgaben | TL | |
| Relocation Expenses | Umzugskosten | TL | |