

## Commuter Allowance Claim Guidelines:

All colleagues based in Switzerland are eligible for a Commuting Allowance, which is a payment covering 50% of the commuting costs incurred, capped at CHF 1,200 per year.

### Claim Guidelines:

1. To claim the Commuter Allowance, you must raise a [Benefits inquiry](#) via the mySolutions Portal and attach filled [form](#) and proof of purchase/payment.
2. The company will contribute 50% of the costs of your ticket via a payment of up to CHF 1,200 per annum.
3. Single tickets, seasonal tickets, and monthly tickets can be reimbursed when submitted along with the ticket and proof of purchase/payment.
4. Half tax cards or any other commuter tickets can be reimbursed only if presented with the ticket and proof of purchase/payment. This is included in the maximum allowance of CHF 1,200 per year.
5. The effective start date for the allowance is the first day of the month following the submission. The allowance will be included in the next available pay run. For example, if documentation is submitted on July 10<sup>th</sup>, it will be entered in Workday with an effective date of August 1<sup>st</sup> and paid in the August payroll.
6. Please note that incomplete forms will be returned, which may delay the processing of payments.
7. The deadline for current year submission is the last date in the month of November. Past this date, we will no longer accept commuter allowance claims for that current year. Please note we will not accept submissions in the month of December as we cannot process it.

*The Company reserves the right to amend or withdraw the allowance.*