

ALLOWANCES FOR SHORT BUSINESS TRIPS

1) Introduction

The system of allowance for short business trips in public works includes three types of allowances:

- meal allowances
- transport allowances
- travel allowances

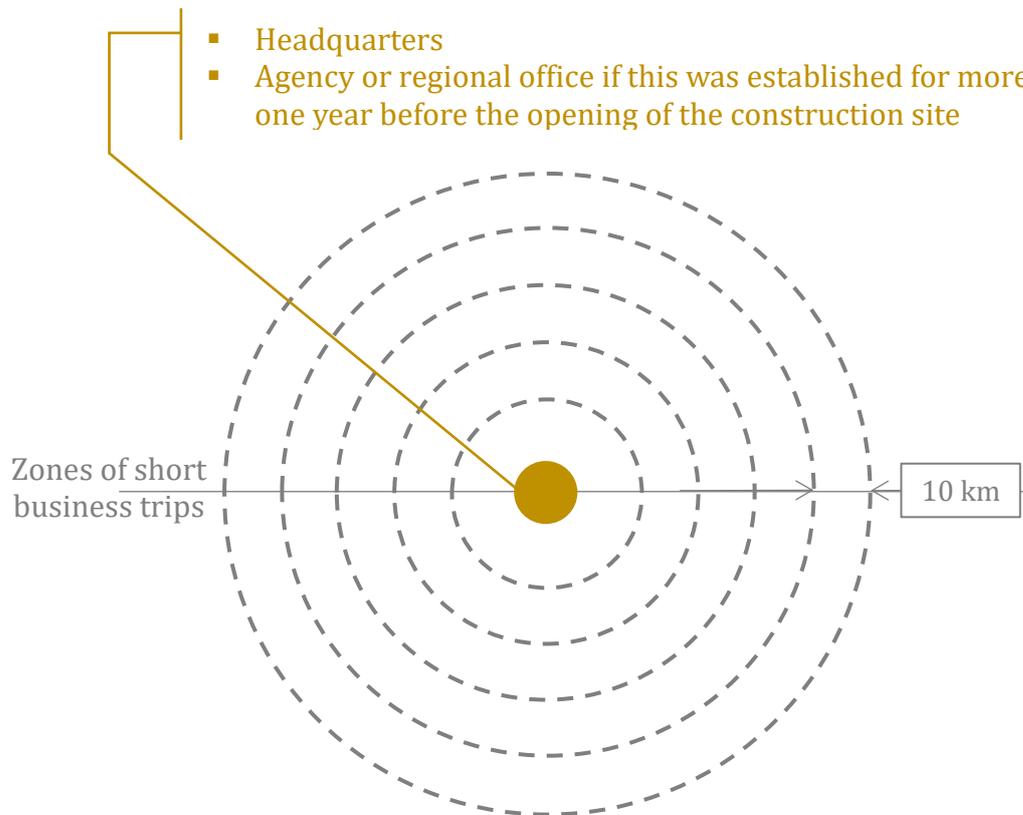
These allowances are allocated to **non-desk workers** employed at public works companies. Those considered as non-desk workers are those who are employed on construction sites and not those who work in a set permanent company establishment.

2) Payment conditions

| | MEAL | TRANSPORT | TRAVEL |
|--------------------|--|---|---|
| Payment conditions | Set and daily allowance | | |
| Amount | Fixed | Variable depending on concentric circle zones - regional scale | |
| Cases of exemption | <ul style="list-style-type: none"> • Worker actually has meals at their usual residence • The meal is provided for free or with the company's financial contribution that is equal to the amount of the meal allowance • There is a company canteen on the construction site and the meal is provided for free with the company's financial contribution that is equal to the amount of the meal allowance | <p>Worker does not have transport costs, especially when the company provides free transport for workers or reimburses the transport costs</p> | <p>Worker is given free accommodation by the company on the construction site or in its immediate vicinity</p> |

3) Determining the amount

The amounts for transport and travel allowances vary and are set according to a system of **concentric zones**, the circumferences of which are 10 km from one another, as the crow flies.



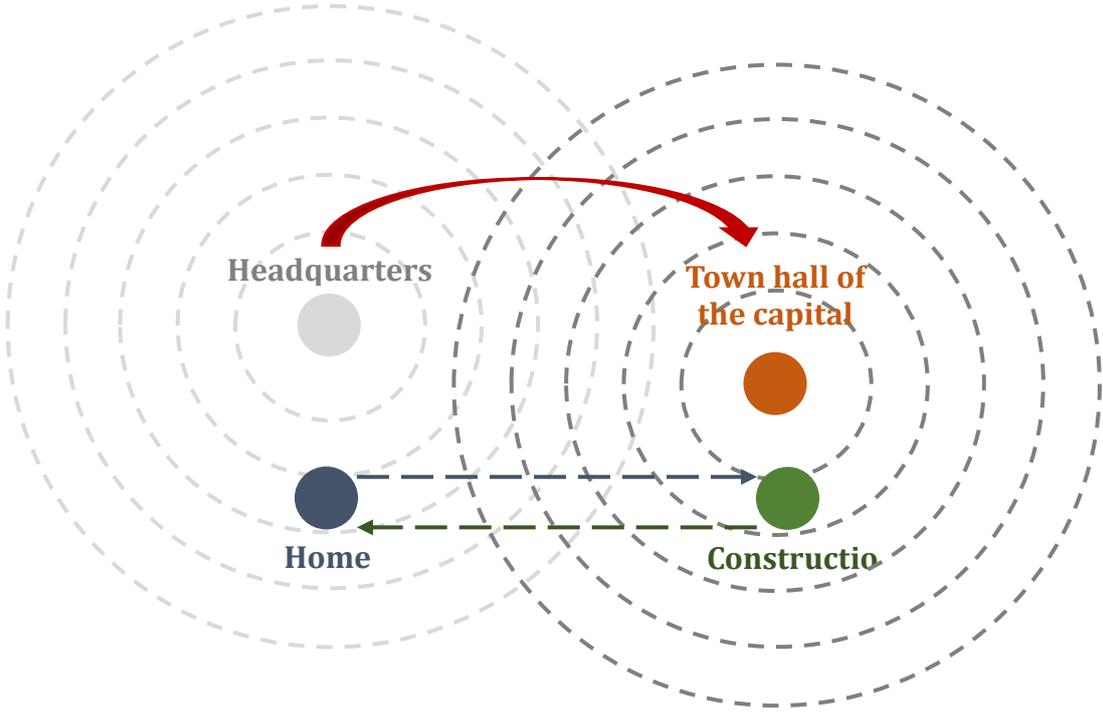
There are five concentric zones, but these may be adjusted through a joint regional agreement to take into account specific geographic features, especially in mountainous or coastal areas, or where there is high urban concentration.

Each concentric zone corresponds to a value for the transport allowance and a value for the travel allowance, while the meal allowance amount is the same for every zone.

4) Construction site located outside the last zone

The starting point for short business trips, meaning the centre of the concentric zones, is not the employee's home, but the company's headquarters or regional branch, or a local office if the branch or office has been established for more than a year before the construction site was opened.

If the construction site is not located in the zones and the employee is not making a considerable trip, the starting point will be a set geographic point, such as **the town hall of the canton capital in the regional where the construction site is located.**



Applicable zones for short business trips