



07.Mar 2024

Important Notice: Travel Arrangements During Strikes

Dear All,

As you have noticed, there have been increasing instances of strikes affecting public transportation lately. We understand that this poses challenges for your commute, especially when you need to get to the airport to start your shift on time.

Considering these circumstances, we want to assure you that we are here to support you. We recognize the inconvenience caused by disruptions in train services, S-Bahn, or other public transport. To alleviate some of the burden, we assist with your travel costs.

Effective immediately, if you encounter any issues due to strikes or disruptions in public transportation while commuting to the airport for work, we will **reimburse you up to 25€** towards your travel expenses. This reimbursement can cover alternative modes of transportation such as Uber, Bolt, taxi fares, or even parking at Gateway Gardens (only 20€ per day).

We understand that each situation is unique, and we encourage you to explore other options that may work better for you. You may choose to carpool with your colleagues to share commuting costs. In such cases, we will reimburse 50% of the total cost, up to a maximum of 25€ per person. If you have specific circumstances or travel arrangements due to living far away, please reach out to us for prior approval.

To claim this reimbursement, we kindly request you to provide us with proof of the disrupted service, as a screenshot of service alerts. Additionally, please ensure you retain the receipt for the alternative mode of transportation you used.

We would need you to sign the expense report to get your money back.

Your punctuality and dedication to your work are greatly appreciated, and we want to ensure that you can focus on your responsibilities without undue stress. If you have any questions or concerns regarding this policy, please don't hesitate to reach out to us.

Thank you for your understanding and cooperation.