



KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

Department: Human Resources

Owner: Compensation & Benefits

Version: 2024. V.1.2

Effective date: 1 November 2024

Introduction.	4
1. General principles Sustainable Transport Policy.	5
1.1 Purpose of this transport policy.	5
1.2 Effective date... ..	5
1.3 Amendments.	5
1.4 Applicability.	5
1.5 Exclusions	6
2. Basic principles of the policy.	7
2.1 Allowances for transport and working from home.	7
Transport ladder	7
Home working allowance.	8
Duty journey allowance.	8
2.2 Untaxed and taxed commuting allowance	8
3. Registration via MyKLM... ..	8
3.1 Guidelines for registration in MyKLM... ..	9
3.2 Loss of your NS-Business Card.	10
3.3 Leaving employment with KLM... ..	10
3.4 Personal relocation.	10
3.5 Overpayments or mispayments.	10
4. How the Transport registration system operates in MyKLM... ..	11
5. NS-Business Card.	12
5.1 Application process NS-Business Card.	12
5.2 NS Subscriptions.	12
5.3 What can the NS-Business Card be used for?	13
5.3.1 Additional services.	13
5.4 Exclusions NS-Business Card.	14
5.5 Commuting with the NS-Business Card.	14
5.6 Duty travel in the Netherlands with the NS-Business Card.	14



KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

5.7 Private travel.	15
5.8 Fines.	15
5.9 Intercity direct allowance.	15
5.10 Travel with a departure point or final destination abroad.	16
6. Journey registrations.	17
6.1 Different modes of transport & 'budget' choice.	17
6.1.1 'Budget choice'	17
6.2 Saving favourites.	18
6.3 Kilometer calculation.	18
6.4 Payout.	18
6.5 Changing registrations/registering retrospectively	18
6.6 Verification.	19
6.7 Duty travel in the Netherlands.	19
7. Services detailed by employee group	20
7.1 Clarification per employee group.	20
7.1.1 KLM Ground and KLM/KLC Cabin.	20
7.1.2 Interns	21
7.1.3 Air France Manager	22



KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

Introduction

KLM wants to be a leader in making aviation more sustainable. This applies not only to our passengers but also to our employees. We value the vitality of our staff, which is why we provide various schemes to promote sustainable transport choices and overall well-being. One of these initiatives is the 'transport ladder,' as outlined in the collective labour agreements for ground staff and for KLM & KLC cabin crew.

In this document, we inform you about the transport policy for KLM Ground, KLM Cabin and KLC Cabin staff without a (conditional or business) lease car.

1. General principles Sustainable Transport Policy

1.1 Purpose of this transport policy

The transport policy is an elaboration of the agreements agreed in the collective bargaining agreements for KLM Ground Crew, KLM Cabin Crew and KLM Cityhopper Cabin Crew.

A number of principles have guided the development of the new transport policy:

- **Freedom of choice:** the starting point is that the transport policy offers flexibility and freedom of choice based on your needs. Not a fixed allowance or subscription but a transport allowance based on your actual travel behaviour.
- **Sustainability:** the more sustainable your travel, the higher the allowance, so sustainable transport is rewarded.
- **User-friendliness:** an accessible (digital) solution to register your own transport and manage its costs/compensation.

1.2 Effective date

The new transport policy will take effect on November 1st, 2024. Until October 31st, 2024, you will receive a transport allowance of €0.19 cents per kilometre, with a maximum of 50 km one way for each commuting journey, and an allowance of €2.15 per home working day.

Until November 1st, 2024, continue to use the usual method for registrations and claims.

PLEASE NOTE: You have the option to make these registrations or claims until no later than three months after the date of the journey or home working day. Therefore, from February 1st, 2025, no (homework) registrations or claims can be submitted based on the transport policy in effect until November 1st, 2024."

1.3 Amendments

This policy is available on the transport page on MyKLM and is subject to (tax) regulations. Changes in laws and regulations will be directly reflected in this policy.

1.4 Applicability

This transport policy applies to employees covered by:

- The KLM Ground Staff Netherlands collective labour agreement (hereinafter to be referred to as Ground Staff Agreement)
- The KLM Cabin Crew CLA (hereinafter referred to as the KLM Cabin Crew CLA)
- The KLM Cityhopper CLA for cabin crew (hereinafter referred to as the KLC CLA).
- Interns

1.5 Exclusions

There is no entitlement to commuting allowance based on this policy (including but not limited to) employees who:

- Fall under the collective agreement for KLM Pilots on Fixed Wing Aircraft (hereinafter to be referred to as Cockpit CLA)
- Fall under the CLA for Cargo Pilots, or
- Have an (employment or business) lease car.

In addition, you are not entitled to a transport allowance based on this policy:

- If you have a conditional Lease car
- During a period of leave
- For travel outside the Netherlands
- During exemption from work, with or without pay
- During non-activity
- If explicitly agreed with you
- If you make use of the XFA scheme.

2. Basic principles of the policy

Employees covered by this scheme who travel to their work location in the Netherlands are entitled to reimbursement for commuting, duty travel and, in addition, to reimbursement for days spent working from home. The allowance is based on actual travel behaviour or working from home, based on the categories below.

NOTE: No reimbursement is paid if no travel or home-work registration is made in the system.

PLEASE NOTE: Only kilometres travelled for commuting are eligible for reimbursement based on the 'transport ladder' below, this does not include kilometres travelled due to detours.

Combining several modes of transport for one journey is possible. The following sections explain the various modes of transport/home-work allowance.

2.1 Allowances for transport and working from home

Transport ladder

Cycling or Walking - €0.30 cents per kilometre (unlimited)

minimum distance walking or cycling: 1 kilometre

Public transport on the basis of 2nd class using the NS-Business card - 100% reimbursed

Public transport includes metro, bus, tram and train (excluding Intercity Direct supplement)

Public transport based on registration - €0.19 cents per kilometre (max 50 km one way)

(PLEASE NOTE this Public Transport option only applies to employees covered by the Ground CLA and employed by KLM/KLC on 31st October 2024. This option is valid until 1st November 2025)

Fully electric transport - €0.22 cent per kilometre (max 50 km one way)

(e.g., electric car/ scooter)

Transport with emissions - €0.19 cents per kilometre (max 50 km one way)

Sign in/sign out time between 23:00 - 07:30 - - €0.21 cents per kilometre (max 50 km one way)

Emissions transport includes fossil fuel cars/ fossil fuel scooters and (plug-in) hybrid cars

Home working allowance

Home working allowance - €2.15 per home working day

It is not allowed to register / apply for both a commuting allowance and a home working allowance on one day

Duty travel allowance

Duty travel - - €0.28 cents per kilometre (unlimited)

(Public transport based on First Class is allowed)

2.2 Untaxed and taxed commuting allowance

The untaxed allowance for 2024 is €0.23 per kilometre, based on the standard distance between your home address and place of employment. If you walk or cycle, you will receive the maximum tax-free portion, the remainder will be taxed as wages. This means the allowance you receive is subject to tax deductions, which may vary.

For commuters using a leased bicycle, the entire amount is subject to taxation, as the bicycle is provided and cannot be partially exempt from tax.

PLEASE NOTE: changes in fiscal regulations will directly impact this scheme and may affect the implementation of the transport policy.

3. Registration via MyKLM

The allowance you receive from KLM for commuting, home working and duty travel within the Netherlands is based on the journeys, modes of transport and home working days you have registered via MyKLM.

For public transport with the NS-Business card, registration takes place automatically, however, for payment of the allowance, an allocation to 'budget' needs to be made. This

means that for a public transport journey, you still have to indicate whether you made this journey for commuting, private or as duty travel.

If you are an employee covered by the Ground CLA and were employed by KLM as of 31st October 2024, and choose the public transport option (at €0.19 per km, up to a maximum of 50 km one way), you must register this journey in the transport registration system via MyKLM, just as you would for car, cycling, or walking trips.

PLEASE NOTE: to receive the correct transport allowance, it is important that you register your journeys, mode of transport and home working days on time. Chapter 6.5 explains how - and until when - you can do this.

3.1 Guidelines for registration in MyKLM

A number of guidelines apply when registering your travel or homework in MyKLM:

- 1) You are personally responsible for the correct registration of your travel or home working day in MyKLM.
- 2) Private travel with the NS-Business Card is permitted, however, the costs of this are for your own account and will be deducted from your monthly (net) salary. If you travel privately with the NS-Business Card, you must change the 'budget' of this journey in MyKLM to 'private'. In some cases, this is done automatically, depending on when you travelled with the NS-Business Card.
- 3) From 1st November, domestic duty travel must be registered via MyKLM (no longer via Declaree) by setting the journey to budget 'duty travel'. For duty travel, approval from your manager is required.
- 4) We trust that you fill in the registration of your journeys truthfully and act according to KLM's [Code of Conduct](#).
- 5) You agree to the conditions as described in this transport policy.
- 6) Checks will be made by KLM. You will be contacted (via your manager) to discuss the background of any deviations / excesses. If there is no explanation and/or no valid reason for this, and/or KLM concludes that fraud is involved, a (disciplinary) measure may be imposed, possibly including termination of the employment contract. Wrongful payments and any payroll taxes will in that case be reclaimed or set off against the salary.
- 7) In order to ensure timely and correct payment of the transport allowance, it is important that you record and confirm your journeys, modes of transport and home working days each month. If the journey, mode of transport or home working day is not registered and confirmed on time, no allowance will be paid with the next monthly salary. As an exception, it is possible to register or adjust

retroactively up to three calendar months after the journey. After three calendar months, the right to a transport and/or home working allowance expires.

Journeys by public transport that are not confirmed within the aforementioned three-month period will automatically be added to the 'private' budget and deducted from your net salary.

- 8) You agree that if you register journeys (whether or not through use of the NS-Business Card) whose costs are not reimbursed by KLM based on this policy, these costs will be deducted from your net salary

3.2 Loss of your NS-Business Card

- Should you lose your NS-Business Card or in case of theft, please act immediately as soon as you notice that you no longer have the card in your possession. Misuse of the card may result in costs for both KLM and you.
- If your NS-Business Card is stolen, lost or damaged, you can apply for a new card yourself via MyKLM. The old card will then be blocked automatically. Select your NS-Business Card under the 'services' tab to start the request.

3.3 Leaving employment with KLM

If you leave your employment, your right to a transport allowance expires on the date you leave your employment or the date you no longer perform work for KLM.

If you have an NS-Business Card, it will be blocked as of the date you leave employment or the date you no longer perform work for KLM.

3.4 Personal relocation

Any change in your home address (according to the BRP (Basisregistratie Personen)) must be communicated to KLM. The correct home address is registered in MyKLM which you use as your point of departure. It is therefore important to change this yourself in [MyHR](#) in good time. A change of your home address will generally be processed within 24 hours. The home address cannot be amended with an effective date in the past.



KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

3.5 Overpayments or mispayments

KLM reserves the right to reclaim or set off overpayments against the (net) monthly salary.

4. How the Transport registration system operates in MyKLM

The registration system allows you to make use of various services. Whether and to what extent you can actually use these depends partly on your function/role. For a detailed explanation, see chapter 7.

1) Registration of commutes and duty travel:

- a. if you use different modes of transport (e.g., bicycle or car) for a journey, you must register these for each mode of transport, this way you will automatically receive the correct reimbursement for each mode of transport
- b. In MyKLM, you must assign the journey to the correct 'budget'. In other words, you have to indicate whether the journey was made for commuting or as duty travel. With this indication, the correct allowance is automatically calculated.

- 2) **Public transport with the NS-Business Card:** by applying for the NS-Business Card, you can travel for free with Public Transport (2nd class in case of commuter travel and 1st class in case of duty travel (excluding the Intercity Direct supplement)). Public transport means travelling by bus, metro, tram and train. You can also use the NS-Business Card for the Trolleybus (Arnhem). Travel with the NS-Business Card must be allocated to the correct 'budget', i.e., commuting, duty journey or private. If you travel privately with the NS-Business Card, the costs are deducted from your net salary.

3) **Public transport via journey registration (valid for employees covered by the Ground CLA and employed by KLM/KLC on 31st October 2024)**

In addition to the option of travelling by public transport with the NS Business Card, the option of journey registration for journeys by public transport applies until 1 November 2025 for employees covered by the Ground CLA and employed by KLM/KLC on 31st October 2024. If you make use of this, you must register this in the system in the same way as you would register a car, cycling or walking journey. In MyKLM, you must assign the journey the correct 'budget'. That means you have to indicate whether the journey was made for a commute or duty travel. By doing this the system will automatically calculate the correct allowance.

- 4) **Home working registration:** in MyKLM, you can also register the days you work at home, so that the homework allowance can be paid. **NOTE:** it is not allowed (for

tax purposes) to register a commuting allowance and a home-work allowance on one day. If you have both worked from home and made a commute in one day, you have to make a choice.

- 5) **Declarations:** in MyKLM, it is also possible to submit a claim for public transport costs you have incurred. Other costs you incur because of your work at KLM(for example parking costs), you continue to claim via Declaree. In the declaration manual, you can read which transport costs may be claimed. For example:
- a. You have applied for an NS-Business Card but have not yet received it, even though you travel by public transport for your commute. You can claim your public transport tickets (on the basis of 2nd class for commuting and 1st class in case of duty travel), you can declare these costs in the Transport registration system on MyKLM.
 - b. Parking costs, insofar as you are allowed to claim this on the basis of the declaration manual, these costs can be declared via Declaree.

5. NS-Business Card

5.1 Application process NS-Business Card

Via MyKLM, you can log in to the registration system and apply for your personal NS-Business Card. Under the 'services' tab, choose the NS-Business Card. You will receive the card within 14 days at your home address as specified in MyHR. To send the card to the correct address, it is very important that your address is correct in MyHR. Check this carefully.

5.2 NS Subscriptions

You have the option - if you meet the specific conditions - to apply for a 'Dal Voordeel' Subscription instead of a 'Basis' Subscription. The conditions for each subscription are explained below.

'Dal Voordeel' Subscription (off peak)

This Dal Voordeel Subscription requires you to travel a minimum of four times (one way) per month for commuting within off-peak hours.

Off-peak hours are:

- On weekdays before 06:30, between 09:00-16:00 and after 18:30.

- On weekends all day between Friday 18:30 and Monday morning 06:30
- On public holidays all day

The moment you start your journey is the starting point for determining whether you travel in off-peak hours or outside them.

'Traject Vrij' Subscription

To qualify for a 'Traject Vrij' subscription, you have to travel a specific route by public transport at least three times a week for commuting purposes. You will automatically be offered this subscription by NS the moment it appears that you meet this requirement. This is assessed periodically, about once a quarter, by NS. If you meet the criterion, but have not yet received the Traject Vrij card, travel with the Dal voordeel card if you meet those conditions.

Regardless of whether you qualify for one of the two subscriptions/cards, NS will check once per quarter whether you (still) qualify for one of the two subscriptions.

The Dal voordeel card will be offered to you on your NS-Business Card. If you qualify for a Traject Vrij card, you will be invited by NS to order it. This cannot be uploaded onto your NS-Business Card as it requires a passport photograph.

If your Traject Vrij card expires because you no longer meet the requirements, your Traject Vrij card will automatically be converted to a 'Dal voordeel' subscription or a 'Basis' subscription. For this, you can continue to use the same card. If your Dal voordeel card expires because you no longer meet the requirements at any time, this subscription will be discontinued. However, you can continue to use the NS-Business Card for public transport travel.

5.3 What can the NS-Business Card be used for?

The NS-Business Card can be used for all public transport and is therefore not limited to trains. The NS-Business Card can also be used for tram, metro and bus transport. For bus transport around Schiphol Airport, you need to use your JAS Subscription. It is not possible to upload your JAS Subscription on your NS-Business Card.

5.3.1 Additional services

- OV-fiets (public transport bicycle)

The NS-Business Card also allows you to use a public transport bicycle. However, the associated costs are at your own expense and are automatically deducted from your (net) salary.

- Electric shared bike (Tier)

Met With the NS-Business Card you can also use an electric shared bike (Tier). However, the costs associated with this are at your own expense and are automatically deducted from your (net) salary

- OV Public bicycle storage

With the NS-Business Card, you can also use public bicycle storage facilities (near train stations). The NS-Business Card gives the advantage that in many cases you can park your bike free of charge for the first 24 hours, depending on the station concerned. Check [here](#) for the specific conditions. (Other) costs are at your expense and will be deducted from your (net) salary.

- P+R

With the NS-Business Card, you can access paid Q-Park P+R facilities near train stations. The card allows for easy payment upon exit. If you travelled by train on the same day, you would receive a traveller discount via the NS-Business Card. (Other) costs are at your expense and will be deducted from your (net) salary.

5.4 Exclusions NS-Business Card

You cannot apply for the NS-Business Card if:

- 1) You are not eligible for the transport allowance based on this policy
- 2) If you are an Intern, to which the following applies:
 - If your internship lasts less than three months - and you have a Student Public Transport Card for weekends - you do not have to convert it to a weekly card. In that case, you can claim the costs incurred for your internship for public transport (based on^{2nd} class) on weekdays via the declaration tool via the registration system in MyKLM.
 - If your internship lasts three months or more -and you have a Student Public Transport card for weekends - you will need to convert it to a weekly card. You can only declare the weekend public transport costs incurred for your

internship (based on 2nd class) via the declaration tool in the registration system in MyKLM.

5.5 Commuting with the NS-Business Card

If you travel by public transport for commuting and use the NS-Business Card, this is automatically registered in MyKLM. It can take several days before your journey is visible in the registration system. Make sure that the journey you have made is assigned the right budget ('commuting') and that you have confirmed it. Making a detour with public transport is not permitted.

Travel for commuting with the NS-Business Card is free on a 2nd class basis. You can also travel 1st class, the additional costs associated with this are for your own account and will be deducted from your (net) monthly salary.

5.6 Duty travel in the Netherlands with the NS-Business Card

The NS-Business Card can be used for duty travel for which it is also possible to travel by public transport on the basis of 1st class.

It is therefore important that you set the 'budget' in MyKLM for the duty travel made to 'duty travel'. This way, the extra costs for travelling 1st class will not be deducted from your (net) monthly salary. **PLEASE NOTE**, duty journeys are always assessed by your manager and only reimbursed after approval.

5.7 Private travel

You may also use the NS-Business Card for private travel.

If you have a 'Dal voordeel' subscription or a 'Traject Vrij' subscription, you can also benefit privately from the (off-peak hours) discount attached to the card. **PLEASE NOTE**: the cost of private travel will be deducted from your (net) monthly salary.

It is important that, if this has not already happened automatically, you assign your private travel to the budget 'private'.

5.8 Fines

Any fines arising from the use of the NS-Business Card - regardless of the reason for being imposed - are for your own account and will be deducted from your (net) salary.

If you do not agree with the fine imposed on you, you must take action yourself towards the party that imposed the fine. Should the fine be declared unfounded and waived while the fine has already been paid/settled, this will be refunded (net) to you after KLM receives the credit note.

5.9 Intercity direct allowance

If you travel by Intercity Direct on a route that requires an Intercity Direct supplement, the calculated supplement will be deducted from your (net) salary.

This supplement is not reimbursed for commuting or for duty travel.

5.10 Travel with a departure point or final destination abroad

Travelling by public transport within the Netherlands for commuting and duty travel is free. If you live abroad and commute by public transport, only travel within the Netherlands is free of charge. Travel abroad is at your own expense.

In practice, this means that you have two options (for the outward journey, for the return journey this applies the other way round):

- 1) 1) buy a ticket digitally from the first border station in the Netherlands to the nearest station to your place of employment; you can claim this ticket (for the commuting route in the Netherlands) via the declaration tool via MyKLM)
- 2) 2) check in at the first border station in the Netherlands during your journey.

NOTE: Many stations now have check-in and check-out terminals on the platform.

Check [here](#) for more information on travelling by train across the border.

6. Journey registrations

You also register your commuting journeys using your own transport and domestic duty travel via MyKLM. If you are an employee covered by the ground CLA and employed by KLM/KLC on 31st October 2024, you can also register a commuting trip when travelling by public transport until 1st November 2025. This option cannot be combined (during one journey) with the use of the NS-Business Card. Below, we explain the possibilities and how registration via MyKLM works.

6.1 Different modes of transport & 'budget' choice

Under KLM's (new) sustainable transport policy, the more sustainable your mode of transport for commuting to and from work, the higher the allowance you will receive. It is possible to specify a different mode of transport for different parts of your journey. This makes it possible for the correct transport allowance to be paid to you.

To ensure that you receive the correct reimbursement, you must enter your departure and arrival locations and the corresponding means of transport for all journeys by car/bicycle/scooter or on foot (or public transport if you covered by the ground CLA and were employed by KLM/KLC on 31st October 2024). If you change means of transport during the journeys, you will therefore register each part of the journey separately. Except for journeys using the NS-Business Card, which are automatically registered in the registration system. Public transport journeys using the NS-Business Card, only need to be assigned the right budget

It is **not** allowed to register several journeys with the same means of transport on an outward and/or return journey or to register intermediate stops separately. For example: if you travel to the office by car via the childcare centre, you may not register a separate journey to the childcare centre - and a separate journey from the childcare centre. In that case, you register your commuting journeys as if you had travelled directly to your work location.

6.1.1 "Budget-choice"

If you record a journeys, to ensure correct payment, it is important to allocate the journey to the appropriate budget.

This means indicating whether you made the journey for commuting or whether it was duty travel or private journey. In many cases the budget is already pre-filled, check this carefully and change the budget if it is not listed correctly.

After registering the journey and budget selection, you need to confirm the journey. Only after confirmation, and required approval in case of duty travel, will the reimbursement be paid. KLM assumes that you complete the registrations truthfully.

6.2 Saving favourites

Because many employees usually travel the same way, or travel in a limited number of ways, it is possible to enter the entire journey once in the registration system via MyKLM and then save it as a favourite.

You can then easily drag and drop it to the day you travelled in the same way. It is possible to create several favourites.

6.3 Kilometer calculation

Based on tax laws and regulations, KLM is allowed to provide untaxed reimbursement of up to €0.23 cents per kilometre for commuting in 2024, up to a maximum of the usual distance between your home address and your place of employment.

This distance based on the usual route is calculated by the route planner in the registration system, for a journey by car.

The number of kilometres is calculated automatically by the system based on the location data you entered. The number of kilometres cannot be adjusted (manually). However, the route planner used is updated once a quarter, so the calculation takes into account, for example, modified routes.

PLEASE NOTE: the actual route is taken into account when calculating the number of kilometres, so the number of kilometres on the outward and return journeys may differ, for example due to bends in roads, roundabouts and one-way traffic.

6.4 Payout

Payment of the allowance takes place in the month following the month in which you registered or confirmed the journeys via MyKLM.

It is therefore important to make and confirm your monthly registrations on time. You have until the 4th working day of the following month to do this.

For example, the journeys registered and confirmed for the month of June will be paid out with the salary for July, providing you have registered and confirmed the journeys for June no later than the 4th working day in July.

If you register rides after this date, they will be reimbursed, but only with the salary for the month following the registration and up to a maximum of 3 calendar months retroactively

6.5 Changing registrations/registering retroactively

If you want to change or register a journey afterwards, you can do so up to a maximum of three (calendar) months after the date on which you made the journey. So if, for example, you want to change or register a journey you made on 1st November, you can do so until no later than 1st February in the following calendar year.

6.6 Verification

KLM is required to be able to make a sufficiently plausible case that the (untaxed) allowances paid for commuting comply with tax laws and regulations.

For example, KLM may not pay more (untaxed) allowance than the commuting distance based on the usual route. The usual route is calculated based on the route planner in the system (based on a journey by car). By means of monitoring, KLM will ensure that, based on the recorded journeys, no more (untaxed) compensation than the usual route is paid. If it is found that more is being reimbursed because of incorrect registrations or fraud, KLM will call the party concerned to account (see also 3.1 Principles for registration in MyKLM).

6.7 Duty travel in the Netherlands

If you make a duty journey in the Netherlands, regardless of with which means of transport, it is important that you indicate this in MyKLM by adjusting the 'budget' of the journey to 'duty travel'.

If you travel by public transport, duty travel will be compensated for a journey in 1st class. If you travel by car or on your own (electric) bicycle, you will receive an unlimited €0.28 cents per kilometre. If you use a leased bicycle for duty travel, the full allowance is taxed. **PLEASE NOTE**, duty travel is first assessed by your manager before being paid out.



KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

7. Services detailed by employee group

The table below shows which options can be used for each employee group.

This is followed by an explanation of these options as well as the basis of which a particular service can or cannot be used. For example, the Air France manager, from their role, only has the possibility to approve or reject employee declarations in the declaration system and an Intern does not have the possibility to apply for an NS-Business Card.

Service	KLM Ground	KLM Cabin Crew	KLC Cabin Crew	Intern	Air France manager
NS BusinessCard	Yes	Yes	Yes	Yes	No
Journey registration	Yes	Yes	Yes	Yes	No
Home working registration	Yes	Yes	Yes	No	No
Declaration service	Yes	Yes	Yes	Yes	Yes, only for assessing declarations

7.1 Clarification per employee group

Below is an explanation of the system's capabilities per employee group.

7.1.1 KLM Ground and KLM/KLC Cabin

If you are covered by the KLM Ground Staff Collective Labour Agreement or the KLC/KLC Cabin Staff Collective Labour Agreement, you can make use of all the options available under the system, subject, of course, to the conditions set out in this document. PLEASE NOTE: Employees covered by the ground CLA and employed by KLM/KLC on 31 October 2024 can also indicate on journey registration that they have travelled by Public Transport and will receive €0.19 per kilometre capped at 50 km one way. This option will exist until November 1, 2025. Employees covered by the KLM Cabin CLA or the KLC Cabin CLA are excluded from this possibility.

Employees with a company lease car can apply for an NS-Business Card to use for domestic duty travel. Apart from Domestic duty travel they cannot register journeys.

Employees with a business lease car are not eligible for the transport policy described in this document and cannot apply for an NS-Business Card or register journeys. Both (employment conditions and business lease drivers) can register a home working day and assess duty travel claims, if they have a managerial position.

7.1.2 Interns

If you are an intern, a different (transport) policy applies to you. In brief, this amounts to the following:

Working from home

Because you are an intern and you will not work from home, you are not allowed to register a home working allowance.

NS-Business Card

If your internship lasts less than three months - and you have a Student Public Transport Card for weekends - you do not have to convert it to a weekly card. In that case, you can claim the public transport costs (based on 2nd class) incurred on weekdays via the declaration tool via in MyKLM made available for interns. If your internship has started before the 1st of November 2024, you can also register a journey via the transport mode 'Public transport'. You will then receive €0.19 per kilometre (maximum 50 km one way).

If your internship lasts three months or longer - and you have a Student Public Transport card for weekends - you will need to convert it to a weekly card. You can only claim the public transport costs incurred (based on 2nd class) for your weekend internship via the claim tool in the MyKLM registration system. If your internship has started before the 1st of November 2024, you can also register a journey via the transport option 'Public transport'. You will then receive €0.19 per kilometre (maximum 50 km one way).

Depending on the duration of your internship (see above), you can declare your public transport expenses for journeys made for your internship at the weekend or on weekdays (Monday to Friday). This can be done via the declaration tool in MyKLM made available to interns.

Journey registrations

For the registration of journeys, the distinction based on the duration of your internship also applies.



KLM transport policy for KLM Ground, KLM Cabin and KLC Cabin

If your internship lasts less than three months, you can enter a journey registration for the days on which your Student Public Transport Card is not valid but you still travel from home to your internship. Which days these are depends on the type of student public transport card you have, a weekly or weekend card.

If your internship lasts three months or longer, you can only register a journey for the weekend days that you travel from your home to your internship.

7.1.3 Air France Managers

This 'employee group' includes AF employees who are not covered by the transport policy themselves, but who supervise KLM employees who may submit claims or journey registrations as part of their duty travel. These claims and journey records must be approved by their manager.