

## Frequently asked questions about travelling with own subscription or OV card

Update: 30 October 2024

### Who can use the additional option of travelling by public transport with a personal subscription or ticket?

This additional option is only available for employees who fall under the Ground CLA and have joined KLM/KLC before 1 November 2024. Due to concerns about potential counterproductive effects of using the NS-Business Card in relation to the transport policy in effect until 1st November 2024, we are introducing an additional option for employees covered by the Ground collective agreement. This option has also been discussed with the cabin unions, though there was not yet sufficient support for this additional option among all cabin unions.

### I've applied for/received an NS-Business Card but don't want to use it. Can I cancel the application or hand in the card?

If you've applied for an NS-Business Card with a **Dal Vrij subscription**, and you no longer want to use it (for commuting or duty travel), we ask you to cancel it as soon as possible because this particular NS-Business Card involves costs for KLM. You can cancel the card by contacting the NS helpdesk at <https://support.nsgo.nl/hc/nl/requests/new>. If you've applied for an NS-Business Card with a **Basic subscription**, you can cancel the card by contacting the NS helpdesk at <https://support.nsgo.nl/hc/nl/requests/new> or you can keep the card in case you want to use it in the future for commuting or duty travel. There are no charges associated with this card.

### I already have my own (Traject Vrij) subscription, what should I do with it in view of the 1<sup>st</sup> November effective date?

From 1<sup>st</sup> November 2024, you can travel for free with an NS-Business Card, available via KLM, for your commuting journey and domestic duty travel. If you have a private subscription, you can cancel it before 1<sup>st</sup> November (be aware of any applicable notice period). You can do this at <https://www.ns.nl/abonnementen/online-opzeggen/tijdelijk-stopzetten> or by calling NS customer service: 030-751 51 55.

If, after evaluation, based on your travel behaviour with your new NS-Business card, you qualify for a Traject Vrij subscription through NS, you will be notified by NS.

If you would like to keep your private subscription, that is also possible. When registering your journey, choose the option 'public transport' in the system. You will then receive €0.19 per kilometre (maximum 50 km per journey) to pay for your subscription.

Your situation will determine which option is best.

### What can I do if I already have my own bus public transport subscription?

You can cancel your own bus pass and use KLM's NS-Business Card for your commute. KLM will pay for your public transport journeys (2<sup>nd</sup> Class). To cancel your own subscription, contact your bus company.

If you would like to keep your private subscription, that is also possible. When registering your journey, choose the option 'public transport' in the system. You will then receive €0.19 per kilometre (maximum 50 km per journey) to pay for your subscription.

Your situation will determine which option is best.

### Are Intercity Direct journeys not reimbursed at all or only the applicable surcharge?

If you travel with Intercity Direct and there is a surcharge, you will only have to pay the

surcharge yourself when travelling with an NS-Business Card. This surcharge is automatically deducted from your net salary.

You can also choose to pay for your train ticket, including the Intercity Direct supplement, yourself. When registering your journey in the transport registration system select the option 'public transport' for each journey. You will then receive €0.19 per kilometre (up to 50 km per journey) to pay for your train ticket or subscription.

Your situation will determine which option is best.

### **What should I do if I travel to the station by car and continue to my workplace by train?**

If you travel by different means of transport, all parts of your journey will be reimbursed. For the car journey, enter your home address as the starting point and choose the station where your train journey starts. The system will calculate the kilometres from your home to the station.

For the part of your journey by public transport, you use the NS-Business Card, or you can choose the 'public transport' option, which gives you €0.19 per kilometre for your train journey (up to 50 km per journey).

### **I travel to work by public transport and now have to use KLM's NS-Business Card to do so. Will I lose out with the new transport policy because I no longer receive the €0.19 per km and no remaining transport allowance?**

The basic premise of the transport allowance is that you receive an allowance for the costs you incur for your commuting (and domestic duty travel). It is therefore an expense allowance. To encourage sustainable transport, agreements have been made on this matter with the trade unions in the Ground and KLM/KLC Cabin collective labour agreements. One of these agreements is that you can travel 100% free with public transport (for commuter travel in 2<sup>nd</sup> class) by using the NS-Business Card.

KLM will offer you free public transport and pay in full for your commuting distance if you travel by public transport. As you will no longer incur any travel expenses for work yourself, there is no room from a fiscal point of view to exchange gross salary for a remaining transport allowance for the kilometres travelled by public transport.

This may feel like a step backwards, but in fact you no longer incur expenses for travelling to and from work by public transport.

Did you join KLM/KLC before 1 November 2024 and do you fall under the Ground CLA? Then you can also choose to pay for your public transport journey yourself and select the option 'public transport' for each journey in the transport registration system. This will give you €0.19 per kilometre (up to 50 km per single journey), which you can use to pay for your own subscription/ticket. If you choose this option, it is possible to exchange the remaining transport allowance via the cafeteria scheme, as your journey will not be fully reimbursed.

Your situation will determine which option is best.

### **Does this change affect the cafeteria scheme for those who travel exclusively by public transport?**

Although the cafeteria scheme does not change, you cannot exchange remaining transport allowance for tax purposes if you travel by public transport and use the NS-Business Card. KLM pays all public transport kilometres so additional reimbursement is not possible.

If you pay your own public transport expenses and register the journeys with the option 'public transport', your journey will not be reimbursed 100%, but with €0.19 per kilometre (up to a maximum of 50 km per one-way journey) and you can exchange the remaining transport allowance via the cafeteria scheme. For car kilometres, you can also use the cafeteria scheme.