



TRAVEL POLICY DENMARK 2025

INTRODUCTION & BOOKING STRUCTURE

Structure

As an employee of JOE & THE JUICE, there are certain guidelines for the cost that an employee is allowed to spend while traveling work related, which is explained throughout our Travel Policy. In order to facilitate the travel process in terms of allowed cost we have segmented the structure in alignment with our MoneyBall system.

Travels within JOE & THE JUICE are handled by the individual employee and paid through a company card. If the employee does not own a company card the expense receipts need to be sent to the local payroll shared inbox.

The amounts mentioned in the following are estimated to be a maximum. We always expect employees to find the cheapest offer available. The travel costs must be included in the employee's department budget. All managers will go through all their employees' travel expenses on a quarterly basis.

TRAVEL POLICY				
	GROUP A	GROUP B	GROUP C	GROUP D
TRAVEL GROUP	Vice President/Managing Directors	Directors	Market Managers / Head of Department & Lead / Senior Manager/ Senior Specialist/ & Manager / Specialist & Senior Associate & Senior SWAT	Associate / Junior Associate / SWAT / SWAT Prospect / Trainee / Other

Hotel & AirBnB

- Travel requests need to be sent minimum 14 days before the date of the trip (date of departure).
- We encourage all employees to use Booking.com for hotel stays.
- If a trip requires a longer period of stay (+7 days), a traveling employee or traveling team will be accommodated in an AIRBNB apartment to optimize the living quality with more facilities such as a kitchen.
- AIRBNB bookings can either be a private room, whole apartment, guest house or a whole house, depending on the amount of people traveling and the period of stay.
- If it is required to extend a stay at an AIRBNB, this needs to be requested minimum 7 days before the final date of the original booking.



	FLIGHTS			
	GROUP A	GROUP B	GROUP C	GROUP D
SHORT HAUL FLIGHTS	Economy Class	Economy Class	Economy Class	Economy Class
LONG HAUL FLIGHTS	(Maximum Flight Price 15.000)	(Maximum Flight Price 12.000)	Economy Class	Economy Class

Meals

- Employees are allowed to use a daily food budget of 750/650/550/550 DKK (Group A/B/C/D)
- Meaning if a work trip has a duration of 5 days, then the amount will be a total of 2.750 DKK. Employees are allowed to spend more than the daily food budget as long as they do not exceed the total food budget for the entire trip.

Travel Forms

	HOTEL (PRICE/NIGHT) : EUROPE (PEAK PRICES MAX)			
	GROUP A	GROUP B	GROUP C	GROUP D
DENMARK	2.000 DKK	1.700 DKK	1.400 DKK	1.125 DKK
SWEDEN	2.000 DKK	1.700 DKK	1.400 DKK	1.125 DKK
NORWAY	2.000 DKK	1.800 DKK	1.400 DKK	1.125 DKK
FINLAND	2.200 DKK	1.800 DKK	1.400 DKK	1.125 DKK
UNITED KINGDOM	2.800 DKK	2.100 DKK	1.750 DKK	1.400 DKK
GERMANY	2.000 DKK	1.700 DKK	1.400 DKK	1.125 DKK
NETHERLANDS	2.400 DKK	1.900 DKK	1.500 DKK	1.125 DKK
BELGIUM	2.400 DKK	1.900 DKK	1.500 DKK	1.125 DKK
SWITZERLAND	2.400 DKK	1.900 DKK	1.500 DKK	1.125 DKK
FRANCE	2.400 DKK	1.900 DKK	1.500 DKK	1.125 DKK
ICELAND	2.000 DKK	2.000 DKK	1.750 DKK	1.400 DKK



	HOTEL (PRICE/NIGHT) : NORTH AMERICA (PEAK PRICES MAX)			
	GROUP A	GROUP B	GROUP C	GROUP D
NEW YORK	3.500 DKK	3.000 DKK	2.000 DKK	1.600 DKK
SAN FRANCISCO	3.500 DKK	3.000 DKK	2.000 DKK	1.600 DKK
LOS ANGELES	3.500 DKK	3.000 DKK	2.000 DKK	1.600 DKK
WASHINGTON	2.700 DKK	2.500 DKK	1.700 DKK	1.500 DKK
CHICAGO	2.700 DKK	2.500 DKK	1.700 DKK	1.500 DKK
MIAMI	3.000 DKK	2.500 DKK	2.000 DKK	1.500 DKK
SAN DIEGO	2.700 DKK	2.300 DKK	1.700 DKK	1.500 DKK
SEATTLE	2.700 DKK	2.300 DKK	1.700 DKK	1.500 DKK
PITTSBURGH	2.700 DKK	2.300 DKK	1.700 DKK	1.500 DKK
VANCOUVER	2.700 DKK	2.300 DKK	1.700 DKK	1.500 DKK

	HOTEL (PRICE/NIGHT) : ASIA / SOUTH PACIFIC (PEAK PRICES MAX)			
	GROUP A	GROUP B	GROUP C	GROUP D
AUSTRALIA	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK
HONG KONG	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK
SOUTH KOREA	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK
SAUDI ARABIA	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK
QATAR	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK
KUWAIT	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK
DUBAI	2.250 DKK	2.050 DKK	1.450 DKK	1.200 DKK



	<i>AIRBNB (PRICE/NIGHT) : EUROPE (PEAK PRICES MAX)</i>			
	<i>GROUP A</i>	<i>GROUP B</i>	<i>GROUP C</i>	<i>GROUP D</i>
<i>DENMARK</i>	1.400 DKK	1.300 DKK	850 DKK	700 DKK
<i>SWEDEN</i>	1.400 DKK	1.300 DKK	850 DKK	600 DKK
<i>NORWAY</i>	1.400 DKK	1.300 DKK	850 DKK	600 DKK
<i>FINLAND</i>	1.400 DKK	1.300 DKK	850 DKK	600 DKK
<i>UNITED KINGDOM</i>	1.400 DKK	1.300 DKK	950 DKK	800 DKK
<i>GERMANY</i>	1.400 DKK	1.300 DKK	850 DKK	600 DKK
<i>NETHERLANDS</i>	1.400 DKK	1.300 DKK	850 DKK	700 DKK
<i>BELGIUM</i>	1.400 DKK	1.300 DKK	850 DKK	700 DKK
<i>SWITZERLAND</i>	1.400 DKK	1.300 DKK	850 DKK	700 DKK
<i>FRANCE</i>	1.400 DKK	1.300 DKK	850 DKK	600 DKK
<i>ICELAND</i>	1.400 DKK	1.300 DKK	950 DKK	800 DKK

	<i>AIRBNB (PRICE/NIGHT) : NORTH AMERICA (PEAK PRICES MAX)</i>			
	<i>GROUP A</i>	<i>GROUP B</i>	<i>GROUP C</i>	<i>GROUP D</i>
<i>NEW YORK</i>	1.800 DKK	1.800 DKK	1.200 DKK	1.000 DKK
<i>SAN FRANCISCO</i>	1.800 DKK	1.800 DKK	1.200 DKK	1.000 DKK
<i>LOS ANGELES</i>	1.800 DKK	1.800 DKK	1.100 DKK	1.000 DKK
<i>WASHINGTON</i>	1.800 DKK	1.800 DKK	1.000 DKK	900 DKK
<i>CHICAGO</i>	1.800 DKK	1.800 DKK	1.000 DKK	900 DKK
<i>MIAMI</i>	1.800 DKK	1.800 DKK	1.000 DKK	900 DKK
<i>SAN DIEGO</i>	1.800 DKK	1.800 DKK	900 DKK	800 DKK
<i>SEATTLE</i>	1.800 DKK	1.800 DKK	900 DKK	800 DKK
<i>PITTSBURGH</i>	1.800 DKK	1.800 DKK	900 DKK	800 DKK
<i>VANCOUVER</i>	1.800 DKK	1.800 DKK	900 DKK	800 DKK



	AIRBNB (PRICE/NIGHT) : ASIA / SOUTH PACIFIC (PEAK PRICES MAX)			
	GROUP A	GROUP B	GROUP C	GROUP D
AUSTRALIA	1.600 DKK	1.400 DKK	1000 DKK	700 DKK
HONG KONG	1.600 DKK	1.400 DKK	1000 DKK	700 DKK
SOUTH KOREA	1.600 DKK	1.400 DKK	1000 DKK	700 DKK
SAUDI ARABIA	1.600 DKK	1.400 DKK	1000 DKK	700 DKK
QUTAR	1.600 DKK	1.400 DKK	1000 DKK	700 DKK
KUWAIT	1.600 DKK	1.400 DKK	1000 DKK	700 DKK
DUBAI	1.600 DKK	1.400 DKK	1000 DKK	700 DKK