

## **FBK internal policy on car allocation**

Whereas

the FBK car fleet to date consists of.

4 cars available at the FBK offices in Via Sommarive, of which one is being replaced;

1 car available at the FBK offices in Via Santa Croce but only for short trips;

all choices related to the organization of business trips must be made in the interest of FBK and thus pursuing the principle of affordability;

The following are some suggested best practices for the allocation of FBK cars:

- NO FBK car with airport destination when travelers are less than 3 and the parking period with stationary car in a paid parking lot exceeds 24h
- NO FBK car for business trips longer than 2 days and with less than 3 travelers, if the car is expected to sit unused once the destination is reached

We would also like to remind you that:

- FBK cars should not be reserved in advance without a related business trip request and thus sure travel
- FBK cars are covered by insurance from the date and time of travel start and end, therefore it is never permitted to use them outside this authorized period

Alternatives to the FBK car can be:

public transportation

AVIS car rental (FBK special agreement)

privately-owned car with mileage reimbursement