

Notes on the reimbursement of moving costs

Basic information:

- In general, only costs directly related to the move can be reimbursed. Cost that are related to setting up a new apartment cannot be reimbursed.
- Only costs incurred by the employee himself/herself can be reimbursed i.e., no train tickets for assisting people
- All receipts and documents can be submitted digitally to people+events@tngtech.com.
- Receipts must be issued to the employee or spouse.
- If no printer is available, the signature can be added digitally or the correctness of the information can be confirmed via email.

The following costs can be reimbursed:

- Transport expenses (carrier's charges, fuel receipts for rental vehicles, rental vehicles)
- Travel costs (30 Ct / km) if your own car was used (an overview of the route is sufficient)
- Travel expenses
- Rental compensation (max. 3 months / double rent): Before your start at TNG: rent of the new apartment near the company location / After your start at TNG: rent of the old apartment.
- Necessary local agent fees for arranging a rental contract (apartment and garage).
- Premium account for housing search platforms (e.g., ImmoScout)
- Cooking stove (up to 230 €) and ovens (up to 164 € for each room) if procurement is necessary when moving into the new apartment.
- Expenses for additional lessons for children due to the move.
- Trips and overnight stays to search and visit the new apartment.
- "Schufa" information
- Renovation costs of the previous apartment (if renovation or repairs are required due to the move).
- Storage costs (e.g., for storage of furniture)
- Forwarding order of the post office
- Moving boxes
- Parking fees for moving vehicles
- PCR test: if necessary for entry and move

The following costs **cannot** be reimbursed:

- Vehicle registration
- New license plates
- Food costs on the journey
- Renovating the new flat, e.g., painting, furniture
- Receipts from the hardware store if the items are not directly related to the move. Painting equipment is only reimbursable for renovating the old apartment, not for renovating the new apartment.
- Cleaning supplies
- Accommodation and travel expenses for "relocation helpers". Only accommodation and travel expenses for family members who move with the employee and the employee herself/himself are reimbursable.
- Expenses without receipts