Workspace Rental

Introduction

If you do not have an office hub at your disposal within a 60 minute driving or train travel radius, you can rent a desk space in a coworking space and get a reimbursement from Camunda. This policy walks you through the details.

This policy only relates to office hubs and co-working spaces in your permanent residential area. It does not apply in case you want to work from a different city temporarily.

Content

IT Security

Camunda's IT Security Policies also apply to work at any coworking space. Please adhere to them whenever visiting and working at a coworking space.

Contracting

This is a non-approval policy to encourage the spirit of Camunda employees making reasonable decisions autonomously rather than just following rules.

As guidance for a monthly rate we can recommend around €/$/£ 350,00 on average, with a month-to-month contract. Monthly rental fees of €/$/£700 or above - for example in some metropolitan areas - need to be approved by the Head of People Experience prior to contracting. Send your quote to nastasja.johnston@camunda.com for final approval.

We do not have central coworking contracts in place which means that you can pick your preferred coworking space.

- You are fully in charge of researching, contracting and cancelling your favorite coworking space.
- The contract has to be in your name.
- The general PO process does not apply in this case.
- Camunda does not issue Spendesk credit cards for the rental of coworking spaces.

Reimbursements

You can reimburse the rental costs by handing in your receipt via Spendesk, Expensify or remote.com portal.

Please hand in your receipts on a monthly basis.

Add an expense description and select the expense category *Coworking Space*.

You will be reimbursed within one month.

If you need payment assistance, maybe due to high initial outlay costs, please contact people-experience@camunda.com.

DRI	Nastasja Johnston
Approver	Jakob Freund
Relevant Readers	Company
Review Cadence	Annually

On this Page