

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.

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Relevant Readers	Company
Review Cadence	Annually

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