

Lunch Pass

Sodexo meal vouchers



Employee benefits that make the difference

Meal vouchers can represent savings of up to 40% in salaries!

sodexo
QUALITY OF LIFE SERVICES

WHAT ARE THE BENEFITS FOR YOU AS THE EMPLOYER?

Attractive tax benefits

By offering meal vouchers, you are providing a benefit that will have a direct impact on your employees' purchasing power. It is tax-free for them and 100% deductible for you. As their employer, you will be exempt from social security contributions.

The largest network in Luxembourg

Meal vouchers are accepted at over 1,500 sales points including restaurants, grocery stores and bakeries, but are valid for foodstuffs only. The Lunch Pass has undoubtedly been the number one meal voucher in Luxembourg for the past 25 years.



Sodexo, a local, experienced and reliable partner

A local, multilingual Sodexo team is available to advise you and guide you through the process of optimising wages. Sodexo is also committed to its partners to support local communities, environmental projects and charity work.

Easier administrative management

Thanks to Sodexo, offering Luxembourg employees' favourite employee benefit is made as easy as possible. It doesn't matter whether the employee benefit is granted with or without the employee's participation, Sodexo will set up the system within your company efficiently.

*This is intended as a guide as the acceptance network is constantly changing.

**All companies can benefit, regardless
of their size or business sector**

sodexo

around the world:



75 million
consumers each day



80
countries



425 000
employees



18th
largest employer worldwide

100% TAX-FREE FOR YOUR EMPLOYEES A FISCALLY ATTRACTIVE HR PRODUCT!

100% tax-free for your employees and fiscally attractive!

The meal voucher is an employee benefit that enables the company to allocate up to €1760 net per employee/year. This voucher is for purchasing foodstuffs* only.

* See the Grand-Duchy of Luxembourg regulation on meal vouchers available at www.sodexobenefits.lu

The meal voucher legislation suggests two systems:

System 1

€	Employee	Employer
Contribution	2,80	8
Tax	0	0
Deductible	/	8
Social security contributions	0	0

System 2

€	Employee	Employer
Contribution	0	10,80
Tax	2,80	0
Deductible	/	10,80
Social security contributions	0	0

THE LUNCH PASS, A TAX OPTIMISATION SOLUTION ALREADY USED BY MOST COMPANIES

Sodexo has been helping its clients and partners to optimise their payroll systems for 25 years. The Lunch Pass incentive is a fast and effective solution for increasing employees' purchasing power and tax benefits considerably. Sodexo's aim is to advise you in the area of human resources in order to increase your employees' commitment and motivation.

You will find a complete list of affiliates to the Sodexo network on the website:

www.sodexobenefits.lu

See our latest members on the website.

Every month there are up to six promotional vouchers to be found in the Lunch Pass envelopes!



HOW MANY LUNCH PASS CAN BE GIVEN ?

► One Lunch Pass per working day actually worked.

In practice, and for ease of administration, many employers award a fixed number of vouchers per month and per person, according to the following calculation:

52 weeks x 5 working days = 260 working days



260	working days
- 25	days' holiday
- 10	bank holidays
- 5	contractual days
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= 220	Lunch Pass per year

i.e. **18** Lunch Pass per month x 12 month

Employer's share

8€ x 18 vouchers =	144€ / month
8€ x 18 vouchers x 12 =	1728€ / year

Employee's share

2,80€ x 18 vouchers =	50,40€ / month
2,80€ x 18 vouchers x 12 =	604,80€ / year

Sodexo4you,

YOUR purchasing power is **OUR** priority !

Sodexo4you

You are receiving the Lunch Pass & Gift Pass from Sodexo?

From now, you can benefit from special offers thanks to our new service, Sodexo4you. This website and the App were created in order to offer even more advantages to your employees to boost their motivation and to improve their quality of life.

THE LUNCH PASS IN PRACTICE

Order

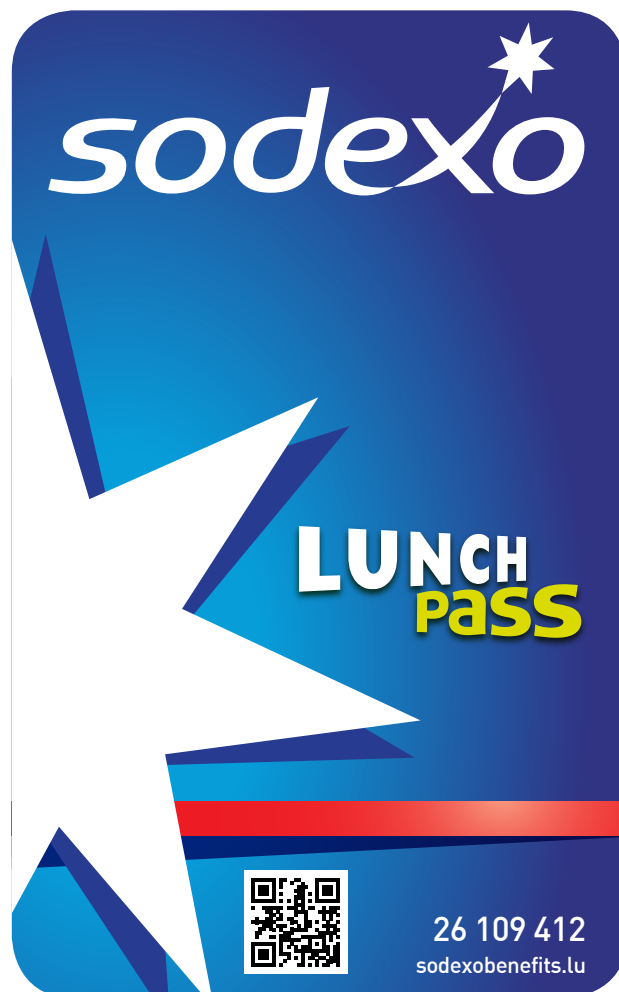
- ▶ By filling out the personalised order form provided by Sodexo on each delivery and sending it by fax to **+352 26 109 409**
- ▶ By emailing your file to:
orders.svc.lu@sodexo.com
- ▶ By using our online ordering system "SoEasy". Use your personal login name and password to place a secure order:
<http://soeasy.sodexo.lu>
To place your first order, all you need to do is fill in the form with your contact details so that we can create your customer file and confirm that you have joined the Lunch Pass system.

Delivery

- ▶ Your vouchers will be securely packed, wrapped and sealed in transparent PVC film and delivered to your chosen address.
- ▶ Our delivery service will ensure that it meets your chosen delivery dates.

Distribution

- ▶ All beneficiaries will receive their Lunch Pass vouchers in a sealed envelope, however, the number in each one may vary.
- ▶ To make distributing easier, you can use the standardized excel file, which we provide or you can access to our SoEasy website in order to personalize the vouchers by indicating the name of the beneficiary, an ID number or a department, etc.
- ▶ You can also sort the envelopes by alphabetical or numerical order or even by department if you wish to receive several packages.
- ▶ Lastly, the distribution list delivered with the vouchers means that each beneficiary will have to sign to receive their envelope.



Our Sodexo Benefits & Rewards advisors are ready to assist you:



26 109 410



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www.sodexobenefits.lu
www.sodexo4you.lu

