

# Eligibility Checklist

## Mobility budget



**Use this checklist to see if you complete all the criteria to implement the federal mobility budget.**

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**Do you have one or more company cars available for your employees before the implementation of the mobility budget?**

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**Does at least one of your employees has a company car for an uninterrupted period of 36 months before the implementation of the mobility budget?**

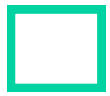
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**Do the employees to whom you want to grant the mobility budget have a company car or are they eligible to receive one?**

**If you tick all 3 boxes, then **you can implement a mobility budget** in your company.**

**What are the steps to follow?**

## 6 KEY STEPS TO FOLLOW



### **Step 1: Analyse the mobility needs of your employees**

*You can use our example of the 'Mobility Budget Survey' available on our website to receive the opinions of your employees.*



### **Step 2: Determine the size of the budget per employee by respecting the TCO .**

*(=Total Cost of Ownership of your car)*



### **Step 3: Write a mobility policy.**

*You can check the Legal Policies and the Consulting options available on our website to create your mobility policy.*



### **Step 4: Understand the impact on your payroll and get the help of a partner to manage this without any hassle.**

*This is where Mbrella can help you. We also liaise with your social secretary to ensure proper payroll management.*



### **Step 5: Inform your employees and allow them to opt for a mobility budget.**



### **Step 6: Manage the budget. As soon as your employees start with the mobility budget, they must be able to consult their balance at any time.**

*This is where Mbrella can help you. Skip the paperwork and use an HR platform like Mbrella to help you and your employees to manage the budget.*