

EIT Health External Travel & Expense Reimbursement Policy and Procedure

In general, EIT Health will reimburse travel-related expenses to a Vendor / External Expert (also “Supplier” under this Policy) if explicitly agreed by EIT Health in advance.

Any other expenses / types not provided for in Section 8 will be considered personal or other non-reimbursable expenses.

1. OBJECTIVES

This Travel Policy is intended to clearly reflect EIT Health’s reimbursement principles and defines the process of preapproved business travel-related expenses.

Compliance with tax and legal regulations has to be ensured by Suppliers. Any deviations from this Travel Policy are to be considered exceptions to this Travel Policy and Supplier must ensure that such exception is specifically agreed to in advance in writing and in full compliance with the documented exception handling policy in Section 10 of this Travel Policy.

According to our values, business travel should only occur if unavoidable. All alternatives to travel, such as virtual meetings, have to be considered first. If business travel is unavoidable, the most environmentally friendly and cost-effective means of transport for business trips (for example, train instead of plane or car has to be chosen).

2. SCOPE

This Travel Policy for Supplier Travel & Expense Reimbursement applies to unavoidable business travel-related activities incurred by a Supplier solely in connection with delivering services to EIT Health provided that EIT Health has explicitly agreed in advance to reimburse the Supplier in the respective contract.

In addition, this Policy applies to all travel-related activities incurred by an external expert solely in connection with the expert’s activities at EIT Health’s invitation or by order of EIT Health.

3. AIR TRAVEL

When air travel is justified and has been preapproved, the standard class for flights is coach class / economy class. The lowest possible airfare has to be booked.

4. HOTEL / LODGING

For all hotel reimbursements, the lowest possible rate for a standard room category applies. The maximum reimbursement is EUR 130 per night. Exceptions need to be approved in writing.

Recommended hotels should be booked if possible. Recommended hotels near the EIT Health office in Munich are:

- ibis Munich Parkstadt Schwabing

- ibis Munich City Nord
- Motel One München-Parkstadt Schwabing
- Hotel Suite Novotel Muenchen Parkstadt Schwabing
- Inside by Melia Muenchen Schwabing

5. CARS

EIT Health will reimburse Suppliers only in exceptional cases and only for Compact Car Category for all car rentals.

6. OTHER TRANSPORTATION

EIT Health will reimburse Suppliers for rail travel in 2nd Class / Coach Class. Rail travel should be chosen when in considering the total travel cost of the EIT Health Business Trip (door to door) and it is the least expensive form of travel. Cost efficient rail travel should also be used when:

- a. it is less expensive than air travel and does not substantially increase the total travel time of the EIT Health Business Trip OR
- b. it is substantially timelier than driving by car.

7. MEALS

EIT Health will in general NOT reimburse personal meal expenses. Respective cost items will be deducted from the cost claim.

8. REIMBURSABLE EXPENSES

Only the following expense types can be considered for reimbursement under this Travel Policy. Any exceptions are Supplier responsibilities to ensure they are handled in accordance with Section 10.

- a. Airfare and surface transportation
- b. Car rental or Personal Automobile Reimbursement
- c. Gratuities / tips (but only if reasonable and customary in the location)
- d. Hotel / lodging
- e. Cancellation fees, only if cancellation was caused by EIT Health
- f. Parking Fees
- g. Other fees/costs authorized under this Travel Policy

9. NON-REIMBURSABLE EXPENSES

The following expense types will be considered as being non-reimbursable under this Travel Policy. Expenses falling under one of the following types will have to be covered by the Supplier on its own.

- a. Costs for missed flights (in case the Supplier missed its flight, only the costs for the original booking will be reimbursed)
- b. Costs in connection with visa issuance
- c. Personal meal expenses
- d. Any excessive cost items

10. EXPENSE REIMBURSEMENT

Suppliers must comply with all expense reimbursement details noted in this Travel Policy.

For reimbursement the traveller must submit the standard EIT Health reimbursement form including copies of the invoices, tickets, receipts etc. unless otherwise agreed. The reimbursement form should be submitted via mail to the respective EIT Health contact (EIT Health project manager in charge of your activity). EIT Health will reimburse travel expenses in EUR.

Additional reimbursement procedure details may be included in the relevant contract / order / call (for example: specific invoice or billing instructions). It is Supplier's responsibility to provide original, conforming details and receipts in line with the expense reimbursement requirements to be reimbursed.

11. EXTRAORDINARY EXPENSE EXCEPTIONS

All exceptions and deviations from this Travel Policy including any expense types not listed above will be considered "Extraordinary Expense Exceptions" and will only be considered by EIT Health for reimbursement if Supplier ensures they are specifically approved in advance in writing by EIT Health (please directly contact your EIT Health contact person). For the avoidance of doubt, there will be no partial expense reimbursements for expenses incurred not in line with this Travel Policy.

12. TRAVEL POLICY UPDATES

This Travel Policy may be updated from time to time at EIT Health sole discretion without further notice to Suppliers and such current version will apply to any travel expense reimbursements authorized by EIT Health.