

Elanco Supplier Travel Requirements

Reimbursable Expenses



If a work order expressly provides for Elanco to reimburse Supplier for travel expenses, Elanco will reimburse Supplier for the reasonable, proper, out-of-pocket travel expenses incurred by individuals performing Services under this Agreement, subject to the following restrictions and conditions, provided the travel is necessary for the performance of those Services. Elanco will not pay the Supplier overhead allowance, profit margin, administrative charge, or any other markup on travel expenses.

Elanco will not reimburse any travel expenses unless Elanco approves the travel (including the travelers) in advance. Elanco will not reimburse travel expenses for anything other than:

- Air travel, car rental, rail, and public transportation
- Meals (breakfast, lunch, and dinner)
- Lodging
- Reasonable, customary gratuities and taxes associated with transportation, meals, and lodging

Elanco Global Travel & Meeting Services

Supplier must make travel reservations for air and ground transportation and lodging that originates in the US, through Elanco's Travel Meeting Company (TMC), which is managed by Elanco Global Travel and Meeting Services (GTMS). TMC is an independent contractor that makes travel arrangements or provides the online tool for individuals traveling on Elanco's behalf. The operator of Elanco's TMC is not Elanco's agent and has no authority to make contracts or other binding commitments on Elanco's behalf.

Elanco's TMC may require the traveler to produce evidence that the travel has been approved by a responsible Elanco Representative. An Elanco employee will need to notify TMC of their Supplier's traveling on Elanco's behalf to authorize the Supplier to communicate directly with the contracted TMC.

Suppliers must use Elanco's TMC to make air, hotel, and/or car rental reservations for US domestic travel, including meetings, and simple, round trip international travel. Simple, roundtrip international travel is where a Supplier employee travels to and from one international destination.

Elanco understands there will be rare, preapproved exceptions where Suppliers will need to book outside of the Elanco TMC and the reimbursable guidelines are still applicable.

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Transportation

The maximum amount Elanco will reimburse for any air transportation is the cost of the lowest price, coach-class ticket (including nonrefundable tickets) that could have been obtained through Elanco Travel Services for any flight that would have satisfied the business purpose of the travel. Subject to the foregoing limitation.

The maximum amount Elanco will reimburse for any rental car is sixty dollars per day (\$60/day) or, outside the US, the local Elanco affiliate employee equivalent for car rental. This limit is inclusive of taxes, surcharges, fuel, and insurance as required.

Elanco will reimburse the reasonable cost of travel by public transportation, including taxis, buses, trains, subways, ferries, and airport shuttles. Elanco will not reimburse for the cost of private limousine service unless pre-approved by an Elanco representative.

Elanco will reimburse the Supplier at the current IRS mileage rate for travel by private ground transportation, including automobiles owned by Supplier, and automobiles owned by Supplier's Representatives. Standard documentation is required.

Meals

Elanco will reimburse no more than the following amounts, per traveler per day for meals, including taxes and gratuities:

(Global travelers will follow Elanco local affiliate meal limits)

- Breakfast, fifteen US dollars (\$15.00)
- Lunch, twenty-five US dollars (\$25.00)
- Dinner, sixty dollars US (\$60.00)

Lodging

The daily limits herein are to be followed unless written permission from Elanco is received. Elanco will reimburse no more than one hundred dollars (\$100.00) within the least logical fair per room per day for lodging.

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Supporting Documentation

Each invoice for reimbursement of travel expenses must list each ticket or fare, each meal, each night's lodging, and each gratuity as a separate item.

Each individual item more than twenty-five dollars (\$25.00) must be supported by a receipt or equivalent documentation.

Non-reimbursable Travel Expenses

Any expense not expressly outlined above will need to be pre-approved by Elanco. The following is a non-exhaustive list of travel expenses that are not reimbursable:

- Lost or stolen property.
- Airline clubs.
- Personal entertainment or recreational expenses such as golf, tennis, and in-room and in-flight movies.
- Business entertainment (unless approved by Elanco in advance).
- Towing charges or fines for violations of laws, including traffic and parking violations.
- Purchase of clothing, luggage, toiletries, and other personal items.
- House-sitting, pet care, or kennel fees.
- Barber and hair stylists.
- Credit card late fees or finance charges.
- Childcare expenses.
- Late Fees.

The following is a non-exhaustive list of other expenses that are not reimbursable:

Accounting or legal expenses, rent, utilities, maintenance, depreciation, Insurance (including insurance Supplier is required to maintain under this Agreement), telephone, telefaxes, teleconference or videoconference services, postage, messenger or delivery services, office supplies, business development (including development of business with Elanco), information

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technology, data processing, internet services, employee benefits or HR services, executive, management, or supervisory services; or general office services including clerical, or administrative.

Other Reimbursable Expenses

If a Work Order expressly provides for Elanco to reimburse Supplier for expenses other than travel expenses, Elanco will reimburse Supplier for its reasonable, proper, out-of-pocket expenses directly attributable to the Project, subject to the following restrictions and conditions. Elanco will pay Supplier no overhead allowance, profit margin, administrative charge, handling fee, or any other markup on expenses.

Elanco will not reimburse Supplier for expenses arising from Supplier's use of Subcontractors (subject to this Agreement's restrictions and conditions on the use of Subcontractors) more than the amount Elanco would have compensated Supplier had it furnished the subcontracted Services and Deliverables itself.

Reimbursable expenses will be reduced to reflect all discounts available to Supplier from the third-party suppliers (including, without limitation, discounts for early payment, provided Supplier receives funds prior to the discount date) whether Supplier takes advantage of the discount.