



# Elanco Supplier Travel Requirements - Reimbursable Expenses

## A.1 Reimbursable Travel Expenses

A.1.1 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 pay Supplier no overhead allowance, profit margin, administrative charge, handling fee, or any other markup on travel expenses.

A.1.2 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:

A.1.2.1 Transportation,

A.1.2.2 Meals (breakfast, lunch, and dinner),

A.1.2.3 Lodging, and

A.1.2.4 Reasonable, customary gratuities and taxes associated with transportation, meals, and lodging.

### A.1.3 Transportation.

A.1.3.1 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 Lilly Travel Services for any flight that would have satisfied the business purpose of the travel. Subject to the foregoing limitation, Elanco will reimburse Supplier for any nonrefundable tickets that go unused because of Elanco's decision, act, or omission if the unused ticket is returned to Elanco.

A.1.3.2 The maximum amount Elanco will reimburse for any rental car is sixty dollars per day (\$60/day), including taxes, fuel, and insurance as required.

A.1.3.3 Elanco will reimburse the cost of travel by other public transportation, including taxis, buses, trains, subways, ferries, airport shuttles, and ride-share limousines. Elanco will not reimburse for the cost of private limousine service unless pre-approved by an Elanco representative.

A.1.3.4 Elanco will reimburse 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.

A.1.4 Meals. Elanco will reimburse no more than the following amounts per traveler per day for meals, including taxes and gratuities:

A.1.4.1 Breakfast, fifteen dollars (\$15.00).

A.1.4.2 Lunch, twenty-five dollars (\$25.00).

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- A.1.4.3 Dinner, sixty dollars (\$60.00).
- A.1.5 Lodging.
  - A.1.5.1 Elanco will reimburse no more than two hundred fifty dollars (\$250.00) per room per day for lodging.
- A.1.6 Lilly Travel Services.
  - A.1.6.1 Supplier must make travel reservations for air and ground transportation and lodging that originates in the US through Elanco's online booking tool, LillyTravelNet, which is managed by Travel Services, an independent contractor that makes travel arrangements or provides the online tool for individuals traveling on Elanco's behalf. The operator of Lilly Travel Services is not Elanco's agent and has no authority to make contracts or other binding commitments on Elanco's behalf. Lilly Travel Services may require the traveler to produce evidence that the travel has been approved by a responsible Elanco Representative.
  - A.1.6.2 Supplier must use LillyTravelNet to make air, hotel, and/or car rental reservations for US domestic travel, including meetings, and simple, roundtrip international travel. Simple, roundtrip international travel is where a Supplier employee travels to and from one international destination. Supplier employees must complete a LillyTravelNet profile including credit card information. For booking multiple-destination international travel, Supplier may contact Lilly Travel Services at (317) 276-9000 or 1-800-997- 7392 between 7:00 a.m. and 5:00 p.m. EST, Monday through Friday. Travelers may be referred to another agency at Elanco's discretion.
- A.1.7 Supporting documentation.
  - A.1.7.1 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.
  - A.1.7.2 Each individual item in excess of twenty-five dollars (\$25.00) must be supported by a receipt or equivalent documentation.
- A.1.8 Non-reimbursable travel expenses. The following is a non-exhaustive list of travel expenses that are not reimbursable:
  - A.1.8.1 Lost or stolen property;
  - A.1.8.2 Air phone services;
  - A.1.8.3 Airline clubs;
  - A.1.8.4 Personal entertainment or recreational expenses such as golf, tennis, and in-room and in-flight movies;
  - A.1.8.5 Business entertainment (unless approved by Elanco in advance);

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- A.1.8.6 Towing charges or fines for violations of laws, including traffic and parking violations;
- A.1.8.7 Purchase of clothing, luggage, toiletries and other personal items;
- A.1.8.8 House-sitting, pet care, or kennel fees;
- A.1.8.9 Barber and hair stylists;
- A.1.8.10 Credit card late fees or finance charges;
- A.1.8.11 Childcare expenses; or
- A.1.8.12 Late Fees.

## A.2 Other Reimbursable Expenses

- A.2.1 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.
- A.2.2 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) in excess of the amount Elanco would have compensated Supplier had it furnished the subcontracted Services and Deliverables itself.
- A.2.3 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 or not Supplier actually takes advantage of the discount.
- A.2.4 The following is a non-exhaustive list of other expenses that are not reimbursable:
  - A.2.4.1 Accounting or legal expenses;
  - A.2.4.2 Rent, utilities, maintenance, depreciation;
  - A.2.4.3 Insurance (including insurance Supplier is required to maintain under this Agreement);
  - A.2.4.4 Telephone, telefaxes, teleconference or videoconference services, postage, messenger or delivery services, office supplies;
  - A.2.4.5 Business development (including development of business with Elanco);
  - A.2.4.6 Information technology, data processing, internet services;
  - A.2.4.7 Employee benefits or HR services;



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- A.2.4.8 Executive, management, or supervisory services; or
- A.2.4.9 General office services including secretarial, clerical, or administrative