

## **Exhibit A Reimbursable Expenses**

### **SUPPLIER TRAVEL REQUIREMENTS**

#### **A.1 Reimbursable Travel Expenses**

- A.1.1 If a Work Order expressly provides for Lilly to reimburse Supplier for travel expenses, Lilly 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. Lilly will pay Supplier no overhead allowance, profit margin, administrative charge, handling fee, or any other markup on travel expenses.
- A.1.2 Lilly will not reimburse any travel expenses unless Lilly approves the travel (including the travelers) in advance. Lilly 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 Lilly 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, Lilly will reimburse Supplier for any nonrefundable tickets that go unused because of Lilly's decision, act, or omission if the unused ticket is returned to Lilly.
  - A.1.3.2 The maximum amount Lilly will reimburse for any rental car is sixty dollars per day (\$60/day), including taxes, fuel, and insurance as required.
  - A.1.3.3 Lilly will reimburse the cost of travel by other public transportation, including taxis, buses, trains, subways, ferries, airport shuttles, and ride-share limousines. Lilly will not reimburse for the cost of private limousine service unless pre-approved by a Lilly representative.
  - A.1.3.4 Lilly will reimburse XSupplier at the current IRS mileage rate for travel by private ground transportation, including automobiles owned by XSupplier, and automobiles owned by XSupplier's Representatives.
- A.1.4 Meals. Lilly 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).
  - A.1.4.3 Dinner, sixty dollars (\$60.00).
- A.1.5 Lodging

A.1.5.1 Lilly will reimburse no more than two hundred fifty dollars (\$250) 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 Lilly'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 Lilly's behalf. The operator of Lilly Travel Services is not Lilly's agent and has no authority to make contracts or other binding commitments on Lilly's behalf. Lilly Travel Services may require the traveler to produce evidence that the travel has been approved by a responsible Lilly 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. (Indianapolis Time), Monday through Friday. Travelers may be referred to another agency at Lilly'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. Examples of travel expenses that are not reimbursable include:

Lost or stolen property	Air phone services
Personal entertainment or recreational expenses such as golf, tennis, and in-room and in-flight movies	Business entertainment (unless approved by Lilly 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	Airline clubs
Childcare expenses	Late Fees

**A.2 Other Reimbursable Expenses**

A.2.1 If a Work Order expressly provides for Lilly to reimburse Supplier for expenses other than travel expenses, Lilly will reimburse Supplier for its reasonable, proper, out-of-pocket expenses directly attributable to the Project, subject to the following restrictions and conditions. Lilly will pay Supplier no overhead allowance, profit margin, administrative charge, handling fee, or any other markup on expenses.

- A.2.2 Lilly will not reimburse Supplier for expenses arising from Supplier's use of Subcontractors (subject this Agreements restrictions and conditions on the use of Subcontractors) in excess of the amount Lilly 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 Examples of expenses that are not reimbursable include:

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 Lilly)	Information technology, data processing, internet services
Employee benefits or HR services	Executive, management, or supervisory services
Secretarial, clerical or administrative, general office services	