

TRAVEL AND EXPENSE POLICY – FOR SERVICE PROVIDERS

This Travel and Expense Policy (“Policy”) establishes rules and guidelines for all Service Providers and Suppliers performing Services (collectively “Service Providers”) on behalf of Foundation Medicine, Inc. (“FMI”) who are pre-approved to incur business-related expenses while performing their Services. No expenses will be due and owed by FMI without pre-approval in a FMI purchase order and duly signed Agreement.

- 1. Responsibility.** Service Provider is expected to be conservative in their spending and complete expense reports accurately and timely (within 45 days of incurring the business-related expense). Service Provider will be reimbursed for pre-approved and qualified business expenses noted under Sections 3, 4, 5 and 6 and contributing to a business purpose directly. All expenses will be reimbursed at cost, with no markup.
- 2. Receipts.** In order to qualify as an allowable expense, electronic images of detailed receipts for expenditures must be provided to FMI. Receipts are required for all expenditures submitted for reimbursement (i.e., including expenditures less than \$20). Not submitting valid receipts might result in non-reimbursement of the expense. Further, please note that a credit card receipt is not a valid receipt, however, credit card statement support may be accepted on an exception basis if the original receipt is lost or illegible.
- 3. Air Transportation.**
 - a. Flight Scheduling. Service Provider should book air travel at least 14 days in advance. When booking air travel the lowest available rates for a flight must be booked and appropriate consideration must be given to obtaining the lowest fare while considering trip requirements such as arrival times, meeting times and departure times as well as reasonable route lengths.
 - b. Air Travel Class of Service. Reimbursement of air travel expenses is limited to economy class for both domestic and international flights. For domestic flights > 5-hour flight time, economy class upgrades (i.e., exit row, additional leg room) may be purchased, if available for <\$100 extra. If not available on the lowest fare flight, then regular economy class is required. For international flights > 6-hour flight time may upgrade to premium economy.
 - c. Additional fees or charges. FMI will not pay for any additional fees or charges, including but not limited to, additional charges incurred due to delays, layovers, cancellations, in-flight internet charges, in-flight snacks or alcoholic beverages, etc.
- 4. Ground Transportation.**
 - a. Car Rentals. The use of car rentals is permitted when public or courtesy transportation is either unavailable, impractical or not cost efficient. If a rental car is necessary, Service Provider is requested to rent a vehicle no larger than mid-size.
 - b. Taxi and Car Service. Taxi and car services including ride share companies (UBER, Lyft, etc.) are reimbursable. Other alternatives such as personal car usage, self-parking and car rentals are encouraged if they are lower cost.

- c. ***Tolls and Parking.*** Tolls and parking expenses are allowed, and Service Provider should retain and submit receipts when available. Parking tickets, moving violations and other penalties will not be reimbursed.
5. **Lodging.** It is required that the hotel rooms be reserved at moderately priced hotels, no more than \$240/night unless in Boston/Cambridge (\$400), Chicago (\$400), LA (\$275), Miami (\$300), NYC (\$500), Philadelphia (\$300), San Francisco (\$400) or Washington DC (\$450). FMI will pay only actual room rental costs, applicable taxes and reimbursable expenses detailed on the hotel bill (folio) for each day that lodging is required in Service Provider's performance of Services for the benefit of FMI. FMI has a corporate rate at the Royal Sonesta in Cambridge for those traveling to Cambridge.
6. **Meals.** All meal and entertainment limits described below represent the maximum amount that will be paid by FMI. Individual meal expenses, while traveling, are allowed up to a daily maximum \$160.00 USD or equivalent, inclusive of tip or up to 20% gratuity. Service Provider should target and not to exceed the following parameters in regards to meals plus tip and gratuity:
- Breakfast: \$40.00
 - Lunch: \$40.00
 - Dinner: \$80.00
- The daily maximum is not considered a per diem and each meal must be supported with the credit card receipt and the itemized receipt. The itemized receipt is important as it evidences that taxes have been charged and paid.
7. **Exceptions.** All exceptions to this Travel and Expense Policy should be requested in writing to the FMI Director of Procurement at purchasing@foundationmedicine.com. If the item is not approved, it will be considered not reimbursable. Service Provider is responsible for all personal charges.
8. **Questions/Inquiries.** All questions regarding this Policy should be addressed to purchasing@foundationmedicine.com