

Incyte Corporation Global

# Travel & Expense

Reimbursement Policy

*for*  
Third-Party Consultants  
and Vendors



## POLICY PURPOSE AND ENFORCEMENT

The purpose of this Policy is to establish standards pertaining to the booking and reimbursement of travel and other business related expenses for third-party consultants ('Consultants') and vendors, including Healthcare Professionals ('HCPs') who are providing services for Incyte Corporation ('Incyte'). Vendors and Consultants traveling for the purpose of providing services to Incyte will have their reasonable travel expenses reimbursed. Incyte expects that all reimbursed travel will serve a justified and specific business purpose.

This Policy outlines the travel expenses that are reimbursable by Incyte. Vendors and Consultants are responsible for reading, understanding, and complying with this Policy. It is expected that vendors and Consultants traveling on behalf of Incyte will use good business judgment in order to contain costs and gain maximum business return for the investment in travel expense.

Incyte assumes no obligation to reimburse vendors or Consultants for expenses that are not in compliance with this Policy or that are deemed inappropriate or excessive at Incyte's discretion. All travel and expense reimbursement invoices will be reviewed and approved, and are subject to audit by the Accounting and Compliance Departments at Incyte to ensure they are in compliance with this Policy. **Failure to comply with this Policy may result in termination of services.**

Any expenses that involve an HCP must be in accordance with local requirements governing payments and transfers of value (e.g., meal caps) to HCPs. Engagements that include cross border travel must follow the local requirements of where the HCP is licensed to practice medicine.

Please contact your Incyte business contact with any questions or concerns related to this Policy. **Any exceptions to this Policy must be approved in advance in writing by Incyte Global Travel & Expense ([travelandexpense@incyte.com](mailto:travelandexpense@incyte.com)). Any exceptions that involve HCPs also require prior written approval in advance by Compliance.**

## TRAVEL PLANNING

Vendors and Consultants are responsible for making their own travel arrangements (except if discussed otherwise with the Incyte business contact) in compliance with the conditions of this Policy. The only exception to this is if the Consultant is participating in a meeting for which Incyte is using a logistics provider. In such case, the traveler will be notified that the logistics provider will make all travel arrangements.

### AIR TRAVEL

Every effort should be made to make air travel reservations as far in advance of the planned departure date as possible. At a minimum, air reservations should be made 14 days prior to planned departure when sufficient notice regarding the timing (e.g., meeting location, dates, etc.) has been provided to the traveler.

**Airline Class of Service** - Generally, all airline tickets for travel must be issued in Coach/ Economy Class only. Business Class is only permitted for Intercontinental travel. Business Class air travel will not be reimbursed by Incyte unless it meets this qualification and First Class is not permitted. Upgrades to First or Business Class are allowed at the traveler's personal expense.

**Airline Preferred Seating** - Travelers are permitted to purchase a preferred Coach/ Economy seat provided that the additional cost is equal to or less than \$75 USD (or local equivalent) per flight.

**Lowest Airfare Definition** - Travelers are required to book the lowest logical airfare that is determined using the following search criteria:

- Routing requires no more than one additional interim stop each way.
- Travelers may elect to fly a non-stop flight (over a lower-priced, connecting flight) provided that the additional cost is less than \$200 USD (or local equivalent) per direction of travel (\$400 USD (or local equivalent) round-trip).

Travelers are not permitted to book air travel at a higher fare in order to use Frequent Flyer program privileges when a lower non-restrictive fare exists on the same flight.

**Airline Frequent Flyer Programs and Airline Club Memberships** - Costs associated with airline Frequent Flyer programs or airline club memberships are not reimbursable by Incyte.

**Travel on Private and Charter Aircraft** - Reimbursement for business travel is restricted to corporate and commercial aircraft. Reimbursement will not be provided for the use of charter or private aircraft while on Incyte business.

**Baggage Fees** – Fees for checked baggage will be reimbursed.

## **OVERNIGHT DELAYS**

Should a delay or cancellation necessitate an unscheduled overnight stay, the traveler must first attempt to secure complimentary lodging from the transportation carrier. In the event that complimentary lodging is not provided, the traveler should refer to the 'Lodging' guidelines detailed below in this Policy.

## **TRAVEL EXTENSIONS**

If the traveler elects to extend travel at his/her own cost, Incyte is not responsible for any costs associated with changes or cancellations to the Incyte activity. Hotel stays and expenses that extend beyond the business function are not reimbursable unless required by Incyte for a specific business function.

## **LOST, STOLEN AND OR EXCESS BAGGAGE**

Incyte will not reimburse travelers for personal items lost while traveling on business since the ultimate responsibility for retrieving and compensating for lost baggage lies with the transportation provider or the traveler. Travelers will be reimbursed for excess baggage charges only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business.
- The excess baggage consists of Incyte records or property.
- When traveling for more than 5 days.

## **PARKING**

Reimbursement for parking at airports, train stations and other recognized locations will be provided. When feasible, it is requested travelers use general or long term parking to minimize costs.

## **LODGING**

**Preferred Hotel Programs** – For business conducted at Incyte, consult with the local Incyte business contact for preferred hotels with Incyte negotiated rates.

### **Hotel Selection and Spending Guidelines**

- Modest, mid-level hotels must be used. Hotels that are generally perceived by the public as luxury properties (e.g., Ritz-Carlton; Four Seasons) must not be used. Five Star hotels are not allowed.
- Travelers will be reimbursed for actual hotel room costs as charged on the hotel invoice/ folio up to a maximum of \$300/night USD (or local equivalent) excluding taxes and fees (unless a higher rate is pre-approved in writing by **Global Travel & Expense** ([travelandexpense@incyte.com](mailto:travelandexpense@incyte.com))).
- Travelers are required to verify the hotel room rate at check-in to avoid being overcharged.
- It is the traveler's responsibility to review, dispute and resolve any discrepancies he/she might encounter on hotel bills.
- Travelers staying a week or longer should inquire about weekly/long-term discounts.
- **Healthcare Professionals (HCP) Additional Hotel Requirements:** Beach front hotels, hotels/resorts that prominently feature amenities such as golf and full service spa facilities, and casino hotels must not be used.

**Hotel Upgrades** - Travelers are required to reserve Standard rooms only. Travelers may accept room upgrades to suites or executive floor rooms ONLY if the upgrade is at no additional cost to Incyte.

**Assured Reservations and Room Guarantee** - Unless otherwise instructed, all rooms will be guaranteed for late arrival with the traveler's credit card. If the hotel has overbooked and a room is not available even though the room was guaranteed, it is the hotel's responsibility to provide alternate accommodations at no incremental cost.

**Early/Late Check-Out Procedures** - If the traveler is required to check out earlier than stated on the reservation due to business requirements, any fee charged by the hotel for early check-out is reimbursable. The traveler should consult with the hotel reservations desk to determine if a check-out fee is applicable. Late check-out fees are not reimbursable by Incyte unless necessitated by Incyte business.

**Lodging in Lieu of Hotel** - Lodging other than Hotels (e.g. AirBnB, etc.) will not be reimbursed. Travelers staying in a private residence with family or friends while traveling on business will not be reimbursed for meals or gifts purchased for the host in exchange for free accommodation.

**Hotel Frequent Guest Programs** - Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Travelers may retain awards from such programs for personal use. Participation in these programs must not influence hotel selection, which would result in incremental cost beyond an Incyte specially negotiated rate. **Any membership fees associated with joining these programs are not reimbursable.**

## RAIL TRAVEL

Use of Business Class (e.g., First Class in Europe, Acela in United States) for rail travel is permitted.

## CAR RENTAL

**Car Rental Usage** - The use of a rental vehicle is justified only when it is more economical than the local ground transportation alternative, taking safety and travel time into consideration. Personal convenience is NOT an acceptable justification. Travelers must consider vehicle rental TO their destination when:

- Driving is more cost-effective than airline or rail travel.
- Required to transport large or bulky materials.

Travelers may rent a vehicle AT their destination when:

- It is less expensive than other transportation modes such as taxis and airport shuttles.
- If two (2) or more vendors/Consultants are traveling together.

**Size Guidelines** - Full size (or smaller) cars will be reimbursed unless extenuating circumstances (e.g., medical, physical, etc.) dictate otherwise.

**Upgrades** - Travelers may accept car rental upgrades only if there is no additional cost to Incyte.

**Accessories** - Costs associated with car accessories are not reimbursable by Incyte with the exception of a GPS/Navigation system.

**Insurance** - Travel insurances of any type are not reimbursable unless a requirement for a foreign country visited.

**Returning Rental Cars and One-Way Rentals and Damages** - All rental cars must be returned to the city of origin unless a one-way rental has been approved by Incyte prior to travel. The vehicle must be returned at the specified time to avoid charges for additional hours. The vehicle must be returned in the condition received; Incyte shall not reimburse traveler for vehicle damage costs.

**Refueling Rental Car Prior to Return** - The rental vehicle must be returned with a full tank of gas to avoid refueling fees by the car rental company. Fill up option and fuel charges are reimbursable.

**Parking and Toll Charges** - Necessary parking and toll charges are reimbursable (unless related to normal commute). Receipts must be provided for parking which detail the location and duration.

**Traffic and Parking Violations** - Traffic and parking violations while operating a rental vehicle or a personal vehicle for Incyte business purposes are not reimbursable.

## OTHER TRANSPORTATION

**Personal Car Usage Guidelines** - Travelers may use their personal car for travel purposes under the following conditions:

- If it is less expensive than renting a car, taking a taxi or alternate transportation
- If it is more efficient than taking public transportation
- When transporting company goods for delivery
- Due to a specific medical need

It is the personal responsibility of the owner of a vehicle being used for travel to carry adequate insurance coverage for his or her protection and for the protection of any passengers.

#### **Reimbursement for Personal Car Usage -**

Travelers will be reimbursed for personal car mileage used during business travel at the prevailing rate allowed by Incyte or legal mileage reimbursement (e.g., Internal Revenue Service). Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including service, maintenance (gas, oil), insurance and depreciation. The cost of parking and tolls will also be reimbursed, with proper receipts. Mileage, parking and toll cost reimbursement excludes normal round trip to and from a vendor's or Consultant's office and home. If a traveler chooses the option to drive instead of fly or utilize rail service the reimbursement of mileage will not exceed the cost of a ticket at time of reservation request. Under no circumstances will Incyte reimburse a traveler for insurance premiums for a personal vehicle used for business purposes or for any damage resulting from an accident while using the vehicle for business purposes.

**Other Ground Transportation -** The most economical mode of transportation must be used to and from airports, bus and rail terminals.

- Employees of vendors and Consultants traveling to the same location should share ground transportation whenever possible.
- Many hotels offer complimentary transportation to and from airports and to other local destinations. The use of these services is encouraged as they may provide cost savings and more convenience to the traveler.
- The use of taxis is encouraged for local travel, when no other more economical means of transportation is available (i.e., airport shuttle/private car) or for short-term trips at foreign locations where ground transportation is anticipated to be only required for the trip to and from the transportation center and the hotel.
- Car services should be used only when valid business reasons preclude the use of more economical modes of transportation. A car service should be used when the service is

less than the cost of parking for the duration of the trip or is less than the cost of either a car rental or taxi service at your destination point.

#### **SPOUSE/PARTNER/COMPANION ACCOMPANIMENT DURING BUSINESS TRAVEL**

Incyte will not reimburse expenses of any type incurred by a spouse, partner, or other individual accompanying a traveler on business.

#### **MEALS/SPENDING LIMIT**

Personal meals are defined as breakfast, lunch, snacks, and dinner meal expenses incurred by the traveler when on an out-of-town business trip. Travelers will not be reimbursed for personal meals when in their home city except during attendance at a conference or other business related activity. Travelers will be reimbursed for meal expenses including snacks, with receipts, up to a maximum limit of \$125 USD (or local equivalent) per day per person. Incyte assumes no obligation to reimburse meals or snacks that are deemed inappropriate or excessive. Travelers will not be reimbursed for gifts purchased in exchange for free meals at a friend or relative's home.

#### **HEALTHCARE PROFESSIONALS (HCP) ADDITIONAL MEAL REQUIREMENTS:**

National meal spend limits for HCPs (whether for meals that are reimbursed by Incyte or provided by Incyte) vary by country and by meal type and may require prior regulatory authority, HCP employer approvals, and/or transparency reporting. HCPs should consult with their Incyte business contact if they are not aware of local requirements/laws that apply prior to incurring meal expenses associated with the engagement.

#### **TELECOMMUNICATION COSTS**

**Business Phone Calls -** Travelers who incur charges outside of their normal service provider fee will be reimbursed when using their personal cellular phone for international business phone calls related only to Incyte business while traveling which are reasonable and necessary. A copy of the original bill must be attached to the invoice.

**Internet Access Fees** - Travelers will be reimbursed for the cost of internet access fees if performing Incyte business.

## **OTHER REIMBURSABLE & NON-REIMBURSABLE**

### **Other Allowable Travel-Related Expenses -**

The following other expenses, when directly related to business travel, may be reimbursable provided they are reasonable and incurred while conducting Incyte business and have not been or will not be reimbursed by a third party:

- Taxis
- Tips and gratuities within reason
- Laundry, dry-cleaning and valet services for trips in excess of 5 days (4 consecutive nights), up to maximum allowance of \$75 USD/week (or local equivalent)

**Non-Reimbursable Expenses** - The following is a list of expenses, although not all-inclusive, that are NOT reimbursable:

- Airline membership fees/dues Air, Rail, Car Rental Phone Usage
- ATM fees
- Barber/Hairstylist Expenses or any personal grooming costs
- Childcare, pet care, house watching or related services while away from home on company business.
- Clothing
- Credit card rewards plans membership fees
- Credit card late fees or interest
- Damage and/or theft of personal vehicle
- Fines for traffic or parking violations
- Flight upgrades (unless with frequent flyer miles or with no cost to company)
- Formal wear purchase, rental and/or cleaning.
- Hotel Room Movies
- Hotel No-Show/Cancellation Charges unless at no fault of traveler
- Hotel Safe Rentals
- Hotel gift shop or golf shop items
- Lost cash, personal items and valuables
- Lost Tickets
- Lounges (e.g., American Airlines Admirals Club, United Club, etc.)

- Loyalty or Rewards Programs
- Luggage, briefcases
- Personal entertainment
- Routine car maintenance
- Shoe shine, shoe repair
- Doctor bills, prescriptions
- Souvenirs, personal gifts
- Spa services
- Supplementary personal life insurance or other insurance premiums
- Theft or accidental loss of personal property
- Purchase of Hardware, Software & Telecom (Cell Phone) Equipment
- First class or Business class travel
- Personal articles (toiletries, magazines)
- Personal aircraft/watercraft fees

## **EXPENSE REPORTING AND REIMBURSEMENT**

All travelers will submit, in electronic format, detailed invoices for travel expenses incurred including receipts in accordance with the guidelines below. The Incyte invoice form may be required and where applicable, this requirement will be noted in the vendor/Consultant contract.

**Receipt Requirements** - Travel and travel related business expenses must be properly documented by copy or scan of the ORIGINAL receipts for all expenditures.

Should a receipt be lost, stolen or otherwise not available, a written statement detailing the date, nature of expenditure, establishment, names and titles of attendees and the purpose of the expenditure must be made on the report and clearly noted.

**Each receipt must clearly show the date, name and location of the establishment, and total cost. Meal receipts must also contain the number of people being served on that receipt.**

### **Acceptable Forms of Documentation**

- Hotel—Original folio (all pages) plus proof of payment.
- Car Rental—Original contract plus proof of payment.
- Meals—Card member charge/credit card copy and itemized receipt or cash register receipt for non-chargeable items.

### Non-Acceptable Forms of Documentation

- Credit card statement - only acceptable when this is the only available supporting documentation.
- Tear-tab—this is the stub portion generally at the bottom of a guest receipt.

**Foreign Currency** - All expenses reported are to be converted to the local currency in which their contract was executed. The traveler should list the rate used for each conversion on the expense report in a manner where it can be clearly identified. It should represent the prevailing selling rate for the period covered. The credit card statement and/or itemized receipt are the best references for current rates. Incyte does not recommend the use of airport or hotel currency conversion counters as they generally have a poor rate and include high service charges. The rate at such counters cannot be used as the exchange rate on the expense report. Travelers will be reimbursed for currency exchange fees when properly documented and included on the invoice.

