

CORPORATE PROCUREMENT AND FINANCE

STANDARD OPERATING PROCEDURE

TITLE: CONSULTANT/VENDOR TRAVEL AND EXPENSE POLICY

April 2026

1. GENERAL

It is the policy of the Company to reimburse only those approved expenses that are identified in this document. The Company's designated travel agency (Egencia) must be used to arrange airline, car rental, hotel, and rail travel unless otherwise approved by the Company in writing and in advance.

Receipts for all travel expenses must be submitted to the Company with expense submissions. Meal receipts must show the number of people served, date, itemized order detail, and the amount. In addition to the detailed receipt, the name(s) of all persons in attendance and the business purpose must be noted with the expense submission.

2. RESERVATION & PAYMENT PROCEDURES

- Unless otherwise agreed to in writing and in advance, all air, rail, lodging, and/or car rental must be arranged via Egencia.
- An Egencia Guest Traveler Account must be requested by a Company representative for each Consultant/Vendor.
- The Consultant/Vendor's charge card must be used for all travel expenses.
- The Company reserves the right to utilize a designated 3rd party vendor to arrange and/or directly pay for Consultant/Vendor travel. An example when The Company may engage such a 3rd party vendor would be to arrange travel for Advisory Board Meeting participants.

3. AIR TRAVEL

- All domestic and international air travel will be arranged in Coach (economy) Class, utilizing the lowest logical airfare, unless otherwise authorized. Air or rail tickets will be charged to the Consultant/Vendor's charge card. The original eticket invoice and boarding pass receipt(s) (when applicable) must be attached with expense submission.

- It is the Consultant/Vendor's responsibility to notify Egencia of any cancellations. Any fees associated with cancellations that are not at the Company's request will be the responsibility of the Consultant/Vendor.
- Reimbursement will be authorized for the 1st checked bag when a fee is charged by the airline and accompanied by a receipt with expense submission.

4. AIRPORT PARKING

- Parking on site at the airport will be reimbursed when travel is limited to two days or less. When travel exceeds two days the use of discount or offsite parking should be utilized. Reservations may be made through The Parking Spot:
<http://www.theparkingspot.com/Promotions/CorporateHome.aspx?CCode=PURD2610>. Charges should be applied to Consultant/Vendor's charge card.

5. RAIL

- All Amtrak reservations are to be booked through Egencia. Travelers from the NY/NJ area to Boston, Philadelphia and Washington D.C. may take advantage of Amtrak's Metroliner Service and Acela, using standard coach fares or Amtrak's Business Class Service. This option should be chosen when the use of the train proves to be cost effective and an efficient use of business time.
- If a Metro-North or other local commuter train multi-ride pass is purchased, the Traveler may expense the pro rata share of the expense for the specific date of travel only (one-way or round trip).

6. COMMUNICATION

- Reasonable and customary calls for Company business purposes will be reimbursed with submission of a cellular phone bill that shows both the account owner and the call detail.

7. DRIVING VS AIR TRAVEL

- The Consultant/Vendor will be reimbursed for business usage of his/her personal car at the standard IRS rate that is in effect at the time of travel. If the Consultant/Vendor chooses to drive to his/her business destination instead of flying, the Consultant/Vendor will be reimbursed for actual business miles driven.

8. GROUND TRANSPORTATION

- For ground transportation, ride share, shuttle, or taxi service must be utilized. The Company will not reimburse black car/limousine service without prior written approval.

9. CAR RENTAL

- Use of a rental car must be agreed to in writing and in advance of travel and will only be considered when other forms of transportation are impractical, more expensive, or not available.
- If allowed, the individual traveler is eligible for a mid-size (intermediate) car. Please note that a full-size car will be authorized only for those occasions when four (4) or more travelers will be riding in the same car.
- Company does not reimburse Consultant/Vendor for rental car insurance coverage and does not reimburse for any personal insurance coverage. Consultant/Vendor is responsible for confirming whether collision damage coverage is provided by their personal charge card and for arranging adequate accident liability, collision, comprehensive, fire and theft coverage through their personal auto insurance policy when renting a vehicle.

10. LODGING

- Business Class and Limited Service hotel accommodations must be used when making hotel arrangements. All room reservations must be made for a standard guest room not upgraded room categories. Additional charges for upgraded rooms to executive floors, concierge levels or suites will not be reimbursed. Deluxe hotels are not to be utilized. Deluxe chains include, but are not limited to, Four Seasons, JW Marriott Hotels & Resorts, Luxury Collection Starwood Hotels & Resorts, Mandarin Oriental, and Ritz Carlton Hotels & Resorts.
- Reasonable, modest and necessary laundry and dry cleaning services will be reimbursed for trips of more than five (5) business days.
- Charges for mini-bar, in-room movies/games, personal items (e.g., toiletries, magazines, aspirin, etc.) and health club/fitness center access fee charges will not be reimbursed.

11. MEALS

- Company will reimburse for meal expenses (breakfast, lunch, and dinner) actually incurred during business travel. Meals should not exceed \$90 per day, including gratuity. Room service may be used within these cost guidelines.
- An original itemized receipt must be obtained for all meals showing the number of people served, date, itemized order detail (e.g., food and beverages), and the amount of the expense.

CORPORATE PROCUREMENT AND FINANCE

STANDARD OPERATING PROCEDURE

TITLE: CONSULTANT/VENDOR TRAVEL AND EXPENSE POLICY

April 2026

DocuSigned by:



7388EEBCE2DD4E1...

Jennifer Lauriat

Senior Manager Corporate Procurement

DocuSigned by:



CFDCD55EEE174C7...

Sanil Daniel

Head of Corporate Procurement

DocuSigned by:



54E79FEF44D9469...

Keith Darragh

Executive Vice President

Chief Financial Officer