

MedTech Europe Third Party Travel Policy

Updated: December 2018

MedTech Europe is hereinafter referred to as the 'Association'.

1. Scope

This set of rules applies to third parties (e.g. speakers, consultants) to whom the Association has agreed to reimburse travel, accommodation expenses and/or any other charges reasonably incurred by third party in performing services for the Association. In addition, these rules also apply to third parties that have accepted an invitation by an Association Manager, Senior Manager, Director or the CEO (hereinafter 'Management Staff Member') to participate in the Association meeting or other Third Party Event.

For MedTech Europe Organised Events, individuals who are Healthcare Professionals («HCPs») and/or Public Officials («POs») might be invited to participate and might request MedTech Europe to cover their accommodation, travel and meals costs. Such situation must comply with applicable national laws as well as with the MedTech Europe Code of Ethical Business Practice. Therefore, please refer to the Legal Department to ensure that such costs can be covered.

For avoidance of doubt, the Association shall not facilitate, reimburse or pay for meals, travel, accommodation or other expenses for guests of an invited third party individual, or for any other person who does not have a bona fide professional interest in the Event or related services performed for the Association.

2. Travel Expense Reimbursement Rules

Reimbursement is limited to the actual travel and associated expenses incurred solely and necessarily in the business trip approved beforehand by a Management Staff Member.

All expense claims must be supported by receipts. They should be submitted to the Association within one month of incurring the expense. No advance payment will be made.

In case the Association made the travel arrangements for a third-party, if this person makes some changes to these travel arrangements, no additional expenses associated with changes, for example, but not limited to, airline change fees, differences in air fares, and other expenses associated with said changes will be covered by the Association.

3. Travel arrangements

The duration of the travel must be kept to the minimum necessary to perform the pre-approved business trip at a lowest available overall cost.

The direct route shall be used unless prior written authorisation is given by a Management Staff Member.

No international travel (i.e. outside of Europe) arrangements shall be reimbursed, except prior written approval by a Management Staff Member.

4. Travel by Air

The traveller shall always travel by the most economic route (i.e. the cheapest air ticket). The following conditions apply:

- Direct routing shall be used unless special authorisation is given in accordance with the above.
- When the planning of the trip is compatible with restrictions applicable to reduced price tickets, such tickets shall be purchased (especially for long haul travel).
- Tickets shall be issued as early as possible prior to departure.
- Changes to the original booking by the traveller must remain exceptional and be justified.

Any deviation to these rules shall be approved by a Management Staff Member. **Tickets may be ordered only after written authorisation.**

Business class may be used for travel only if travel is outside Europe or where flight duration exceeds 6 hours.

5. Travel by train

The traveller shall, in principle, always travel by the most economic route (i.e. the cheapest ticket). Business class may be used for train travel.

6. Travel by private car

Travellers may use their private cars, if necessary, for short distances (ca. 100 km).

MedTech Europe shall have no responsibility for the private car used. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers/third-party.

Compensation for private car use shall be made on the basis of applicable rates per km in Belgium for the year in question plus motorway charges, limited to the price of the equivalent

air fare ticket. When two or more travellers travel together in the same car, only the owner of the car may claim for reimbursement of travel expenses.

Car parking is reimbursed provided that the total cost of the car parking corresponds to the time necessary for the performance of the mission agreed beforehand travel by car.

MedTech Europe will not be responsible for any traffic rule violation, such as, but not limited to, speeding or illegal parking or any related liabilities (including payment of fines).

7. Car rental

Car rental should remain exceptional and must be economically justified. Unless it is urgent, car rental shall be approved in advance by a Management Staff Member. In principle, only Category A car may be rented.

8. Taxi

If a traveller needs to use a taxi, all expenses claims must be supported by receipts. Also consideration must first be given to other more economical means of travel i.e. local bus, tram, metro and train services.

9. Accommodation

Reasonable lodging expenses, subordinate in time and focus to the travel purpose, may be reimbursed based on actual receipts.

The hotel should not normally be a top category or luxury hotel in the country in which it is located nor be renowned for its entertainment facilities. It is recommended to use the hotels listed in the invitation to the meeting, since they normally have preferential rates. The use of any other hotel than the one recommended in the invitation must be justified and approved in advance. In case of doubt, the traveller is invited to consult a Management Staff Member prior to the booking of the hotel.

10. Meals

Meals during the business trip shall be reimbursed against presentation of a receipt, provided that the amounts are reasonable. What shall be considered reasonable may vary depending on the country in question, but shall **never amount to more than 50 Euros/person/meal and 100 Euros/person/day.**

11. Miscellaneous expenses

During business trips:

- Bar expenses either at the hotel or in another place may be reimbursed, on presentation of the invoices, with a total maximum of 15 Euros per day of travel.
- Professional and private telephone calls will be reimbursed when justified.
- Leisure expenses (swimming pool, video, fitness, newspaper...) are not reimbursed.
- Hotel service dry cleaning is not reimbursed.

In all cases, actual receipts for reimbursement shall be submitted.

