REGENERON®

652-B Candidate Travel Policy

This policy is intended to provide guidance for booking travel and reimbursable expenses authorized while traveling on behalf of Regeneron, including requirements and processes for submission.

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ENGLISH
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Policy Overview

1. Purpose

To provide guidance for booking travel and reimbursable expenses authorized while traveling on behalf of Regeneron, requirements, and processes for submission.

2. Scope

This policy document applies to all Regeneron (REGN) candidates for whom REGN pays travel costs. Regional and/or Site Heads may impose more restrictive, but never more lenient, guidelines described in this document. Any policy variations must be communicated to REGN Travel for inclusion as an addendum to this policy before travel is booked. (See RON Travel Page for contacts.)

3. Definitions

Candidate travelers are defined as people traveling for the purposes of interviewing for REGN posted job openings.

For Healthcare Professionals (HCPs), Speakers, and other general non-employees, please refer to the separate applicable policies.

4. Guidelines

1. These guidelines apply to job candidates who are traveling to REGN sites and outline established procedures when incurring travel expenses while interviewing with REGN.

2. REGN Requestor Responsibilities:

    2.1. REGN Requestor must fill out the Non-Employee Travel Request Form on behalf of Candidate and email the form to the Travel Management Company.

    2.2. REGN Requestor responsible for complying with local country guidelines for HCP Candidates as outlined in REGN's Country Profiles.

3. Candidate Responsibilities

    3.1. Candidates are responsible for complying with this policy.

    3.2. REGN assumes no obligation to reimburse Candidates for expenses that are not in compliance with this guideline.

4. Candidate travel must be booked directly with REGN's Travel Management Company.

5. All travel arrangements should be made as far in advance as possible to secure most favorable pricing and itinerary.

6. Candidate reimbursements must be submitted to the TA Coordinator for review and approval

7. When booking through the Travel Management Company for Candidate travel where REGN is directly booking and paying travel

    7.1. REGN Requestor will submit the Non-Employee Travel Request Form to REGN's Travel Management Company

    7.2. REGN's travel management company will respond to the REGN Requestor and candidate with a Reference ID#. Candidate should work directly with the Travel Management Company to arrange travel.

    7.3. The REGN Requestor must indicate on the form the form of payment to be used to secure reservations.

8. Candidates should utilize the Reimbursement Form Mileage and /or Reimbursement Form Overnight as needed to submit relevant expenses for reimbursement

5. Candidates Traveling By Ground Transportation (One Day Trip)

1. Candidates who are traveling by automobile (personal vehicle) for a one-day interview (no overnight accommodations required) to a REGN site will be eligible to receive transportation reimbursement as described below. Meals and/or other expenses will not be reimbursed for one-day trips.

6. Automobile Mileage Reimbursement - Mileage is Covered at the Standard Rate

1. US Candidates - Miles:
    - If Candidate drives a personal vehicle over 75 miles one way (max = 1,000 miles round trip) they will be reimbursed at the current IRS rate

2. Ex-US Candidates - Kilometers:
    - If Candidate drives a personal vehicle over 120 kilometers one way (max = 1610 kilometers round trip) they will be reimbursed at the current country-specific rate

7. Submission of Mileage for Reimbursement

1. Mileage must be submitted to the Talent Acquisition Coordinator. Candidate will receive an invitation to enter bank information in Candex, the platform

used to facilitate reimbursement for out-of pocket expenses. Payments are sent via ACH and will be issued within 30 business days of receipt.

2. Mileage must be submitted within 30 days of the expense being incurred, along with details (please include a copy of map/mileage count from any online mapping tool to support the mileage calculation).

3. Expenses submitted after 30 days of being incurred are not eligible for reimbursement.

8. Candidates Traveling by Air and/or Required to Stay Overnight

1. General Provisions

1.1. All Candidates must obtain approval for all travel and expenses from Talent Acquisition in order to receive reimbursement.

1.2. Candidates must utilize the Travel Management Company and will be contacted by an agent to assist with making travel arrangements.

1.3. All travel arrangements should be made as far in advance as possible to secure the best ticket price.

1.4. REGN directly covers the cost of airfare, hotel (room rate & tax ONLY).

1.5. Candidates are responsible for payment of all expenses not paid directly by REGN (refer to Section 8, Non-reimbursable items).

2. Air Travel

2.1. All air travel should be booked as non-refundable in economy/coach class unless otherwise approved by Talent leadership.

2.2. Candidate's air travel reservations will be booked by an agent who will provide the confirmation details to the candidate.

3. Emergency / En-Route Changes

3.1. Candidates may use the Travel Management Company after-hours emergency phone service, for emergencies only, outside business hours. Any change requests requiring additional charges must have authorization. The appropriate phone number can be found on your travel itinerary from the Travel Management Company.

4. Hotel Expenses

4.1. Candidates are required to book hotel reservations through the Travel Management Company and present a valid credit card upon check-in at hotels to cover non-reimbursable incidentals (refer to Section 8 Non-reimbursable items).

4.2. Candidates are required to select standard rooms at REGN preferred hotels confirmed by the Travel Management Company.

4.3. REGN will follow employee policy for room rate guidance.

4.4. Wi-Fi charges are generally included in the cost of the hotel stay but will be covered by REGN if purchase is required.

5. Ground Transportation Expenses

5.1. Each Candidate should consider and use the appropriate means of ground transportation which makes most economical sense. Taxis and airport/hotel shuttles should be utilized for short distances and whenever available.

5.2. If driving a personal vehicle and parking at the airport, parking fees at airport facilities and tolls will be reimbursed.

6. Rental Vehicles

6.1. Candidates may only rent a vehicle if they have received pre-approval from the Talent Acquisition Coordinator.

6.2. Rental cars must be a standard or economy class vehicle.

6.3. Car rentals must be booked through the Travel Management Company.

6.4. Vehicles must be returned with the appropriate amount of fuel to avoid any fuel surcharges (these will not be covered by REGN).

6.5. Fuel expense receipts for rental vehicles should be included on the same expense report as the actual charge for the rental (max $75 or local equivalent).

7. Car Service

7.1. Car service must be booked directly through the Travel Management Company.

7.2. Car service can be booked to/from the airport for Candidates interviewing at the Westchester, New York and New Jersey locations. Candidates

interviewing at all other REGN locations must get pre-approval from Talent Acquisition Leadership for car service.

7.3. Cancellations - Candidates are responsible for requesting that the Travel Management Company cancel the car service. All cancellations should be made at least two hours before the scheduled pick-up. If the service is not cancelled, REGN will be charged a late cancellation fee which the Candidate may be responsible for.

8. Taxi/Driver services such as Lyft, Uber, etc.

8.1. Direct costs for driver services such as Lyft, Uber and taxi fares home to/from airport, airport to hotel, airport to REGN facilities and associated miscellaneous gratuities (up to 20%) are reimbursable expenses.

9. Personal Meal Expenses

9.1. Candidates will be reimbursed for personal meal expenses according to actual and reasonable costs, not to exceed a daily amount of $70 or local equivalent. Alcohol will not be reimbursed under any circumstances. Itemized Receipts are required for reimbursement and any alcohol charges will be deducted from the reimbursement amount.

10. Submission of Expenses for Reimbursement for overnight stays

10.1. Candidates must accept and sign the Job Candidate Travel Reimbursement Form and submit expenses within 30 days of the expense being incurred, along with all copies of original receipts for all expenses submitted to REGN.

10.2. Itemized receipts for all expenses are required for all reimbursements. Example of acceptable itemized receipt vs unacceptable below.*

10.3. Candidates will receive an invitation to enter bank information in Candex, the platform used to facilitate reimbursement for out-of-pocket expenses. Payments are sent via ACH and will be issued within 30 business days of receipt.

10.4. Do not send your bank information directly to the Talent Acquisition Coordinator

10.5. Expense reports submitted after 30 days of being incurred are not eligible for reimbursement.

*Example of acceptable and reimbursable receipt outlined in green on the right

Itemized
Reimbursable



Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ
TAB#: B05
No. of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
Amount :	18.00
TAX(8.1%) :	1.46
TOTAL :	19.46

Not itemized
Not reimbursable



Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : [redacted]
CARD NUMBER : ********** [redacted]
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt$: 19.46

TIP AMOUNT$_____

FINAL AMT$_____

11. Non-Reimbursable Items

The following list are examples of non-allowable expenses that are not reimbursable (but are not limited to):

- Airline upgrades
- Alcohol or mini-bar charges
- Baby-sitting and childcare
- Barber, hair stylist, manicurist and other grooming costs
- Checked luggage fees/charges (unless pre-approved by Talent Acquisition Leadership)
- Clothing
- Extended Stays
- Family / partner accompanying traveler (unless pre-approved by Talent Acquisition Leadership)
- Hotel upgrades
- Laundry or dry-cleaning charges
- Lost or stolen personal property while on business
- Massage and other spa charges
- Magazines or newspapers
- Medications
- Personal entertainment during travel including:
  - Movie, videos or DVD rentals in hotel room
  - Earphones in flight
- Personal trip insurance, including but not limited to, air travel insurance
- Phones or phone usage

- Recreational or entertainment activities including, but not limited to, theatre, personal amusements, side trips, tours and transportation while on trips
- Repairs, maintenance and car wash for owned or rented vehicles
- Supplemental rental automobile insurance
- Shoe shines
- Toiletries
- Traffic fines, speeding and parking tickets or court costs

All questions regarding this policy should be directed to the Talent Acquisition Coordinator.

Acknowledgement of Job Candidate Travel Reimbursement Policy

Please return with completed Candidate Reimbursement Form

I acknowledge that I have received and read the Regeneron Pharmaceuticals Inc. Job Candidate Travel Policy and accept the provisions of the policy including the reimbursement calculation of my candidate expenses. I understand that I am to submit my candidate expenses within 30 days of my interview date for reimbursement and will attach receipts/ invoices to support my claim.

By signing below, I acknowledge the Job Candidate Travel Reimbursement Policy and accept reimbursement as per Regeneron guidelines.

_____

Candidate Name (Please Print)

_____

Candidate Signature

_____

Date

Appendix A: India Addendum

General Guidelines

- The invoice/ receipt/ supporting documents for the expenses incurred must be obtained in the name of REGN and appended in originals along with the Expense Reimbursement Declaration Form. These should be submitted to REGN for verification so that reimbursement can be processed and paid accordingly.

Ground Transportation

- The preferred option for ground transportation is to hire a taxi or use Uber/ Ola. For rented cars, invoice/ receipt obtained in the name of REGN should be attached along with the reimbursement form.

Income Tax Withholding Requirements

- Where necessary, REGN will comply with all applicable tax withholding requirements including to undertake tax deduction at source as per the provisions of Income-tax Act, 1961 for payments made under Section 194C i.e. to contractors and/ or under Section 194J i.e. towards fee paid for professional and technical services.
- All non-employees are required to raise their invoices towards supply of goods or manpower within 30 days of rendition of services.
- Invoices should be raised separately in respect of fees and expenses incurred in line with the Policy.
- Withholding tax will applies in the following cases:

Candidates
No Income-tax will be withheld on approved reimbursements paid to candidates.

If any of the reimbursement of expenses are subject to tax withholding at source as per Section 194R of the Income-tax Act, 1961 (or any amendment introduced after the release of this policy), the tax liability arising out of the reimbursement, will be the non-employee's responsibility. REGN will not be responsible for any taxes due (including tax gross ups) on reimbursements made to non-employees.

Appendix B: Japan Addendum

Airline & Rail Travel

- Train: In addition to the above, local and rapid trains should be used for short distance travel with ride time up to 200km. Shinkansen can be used for long distance travel with ride time of 200km or more.

Income Tax Withholding Requirements

- Where necessary, REGN will comply with all applicable tax withholding requirements including to undertake tax deduction at source as per the applicable local rules.
- All non-employees are required to raise their invoices towards supply of goods or manpower within 30 days of rendition of services.
- Invoices should be raised separately in respect of fees and expenses incurred in line with the Policy.
- Withholding tax will applies when the expenses are not coordinate by the designated travel management company in the following cases:

Candidates
No withholding tax will be withheld on approved reimbursements paid to candidates. The Expense Reimbursement Form should be completed, and receipts provided to REGN.

If any of the reimbursement of expenses are subject to tax withholding at source as per the provisions of Income Tax Law Article 204, withholding obligation, Income Tax Law Article 205, withholding amount (or any amendments introduced after the release of this policy), the tax liability arising out of the reimbursement, will be the non-employee's responsibility. REGN will not be responsible for any taxes due (including tax gross ups) on reimbursements made to non-employees.

Appendix C: Europe Addendum
Addendum For Austria, Belgium, France, Germany, Italy, Netherlands, Spain & Switzerland

General Guidelines

- For Italy, the expenses must be strictly related to the business trip outside the municipal territory.

Rail Travel

- Train: The train ticket must be furnished for verification. For Switzerland, First Class may be used within Switzerland (see “International Rail” above).

Ground Transportation

- For Italy only - non-employees should calculate the requested reimbursement amount on the Michelin site (https://www.viamichelin.it/web/Itinerari) and attach the screenshot of the Michelin site for the trip to the reimbursement claim form.

Spain Only – Invoice Requirement

- Non-employees should indicate the type of expenses in the invoice as this is relevant for Spain tax purposes. There are two main types of expenses:

1. Expenses paid by the non-employee on behalf of REGN “Suplidos”

   An expense that corresponds to REGN, but for which the non-employee advances the payment, is known as a “suplido”. In these cases, the invoice is issued in Regeneron’s name, although it is paid by the non-employee because it is related to the service or product that the non-employee offers.

   - The characteristics of a “suplido” are the followings:
   - They must be sums that are paid in the name and on behalf of the client.
   - The payment must have been made on the customer's order, either verbally or in writing.
   - The amount of the expenses must be clearly evidenced by means of an invoice issued in the customer's name.
   - It must be demonstrated that the payment has been made by a receipt.
   - The amount charged by the non-employee must be exactly the same as the amount of the expense incurred by the client.

2. Expenses paid by the non-employee that are needed to render the service

   Reimbursable expenses are those required expenses incurred to provide the service or offer the product contracted by REGN to the Non-employee. In this case, the reimbursable expense is billed as an additional item to the service.

Income Tax Withholding Requirements

- All non-employees are required to raise their invoices towards supply of goods or manpower within 30 days of rendition of services.
- Invoices should be raised for expenses incurred in line with the Policy.
- Where necessary, REGN will comply with all applicable tax withholding requirements including to undertake tax deduction at source as per the local law and regulations. Please refer to the table below for the income tax withholding requirements applicable for your country.

If any of the reimbursement of expenses are subject to tax withholding at source, the tax liability arising out of the reimbursement, will be the non-employee's responsibility. REGN will not be responsible for any taxes due (including tax gross ups) on reimbursements made to non-employees.

Country	Contractor/ Vendor Company
France	In general, REGN will not have a withholding tax requirement on expense reimbursement to non-employees or candidates on the condition that receipts are provided for all expenses.
Germany	Reimbursements for travel expenses (e.g., travel expenses, accommodation, meals) to attend job interviews are tax-free to the extent they are reasonable do not exceed actual expenses incurred.
Italy	No withholding tax will apply on approved food, accommodation, travel, and transport expenses reimbursed to candidates for travel outside of the municipal territory, The Expense Reimbursement Form should be completed, and proper documentations including receipts should be provided to REGN.
Netherlands	Regeneron may reimburse the travel expenses incurred by candidates to attend interviews based on actual expenses incurred on a tax-free basis. Related receipts should be retained. Where individual travels by car, a maximum amount of EUR 0.23 per km may be reimbursed. If the following conditions are satisfied, Regeneron must report all payments made to the individual (including the expenses) to the Dutch tax authorities via the following link: i) the individual is not employed by Regeneron; and ii) the individual does not issue invoices, or issues invoices without charging VAT.
Spain	No withholding tax will be withheld on approved reimbursements paid to candidates. The Expense Reimbursement Form should be completed, and receipts provided to REGN.

Switzerland	No withholding tax will be withheld on approved reimbursements paid to candidates. The Expense Reimbursement Form should be completed, and receipts provided to REGN.