REGENERON®

Global Healthcare Professional (“HCP”) Travel & Expense Policy (“Policy”)

This policy outlines how Regeneron reimburses travel expenses for healthcare professionals. Only necessary, pre-approved, and policy-compliant expenses are covered, and receipts are required for reimbursement.

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ENGLISH
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This Policy applies globally and is applicable to HCPs engaged by Regeneron for services under a fully executed agreement. Regeneron shall reimburse HCPs for all permitted and necessary travel related expenses incurred by HCPs during performance of services for Regeneron in accordance with this Policy. Regeneron may update, amend, or replace this Policy from time to time at Regeneron's sole discretion, and any such changes shall become effective immediately upon posting or other communication by Regeneron. HCPs shall comply with the Policy as in effect at the time the relevant expenses are incurred.

1. General Requirements

- All travel must be booked through Regeneron's Travel Management Company (TMC). HCP will be contacted by the TMC once the Regeneron representative initiates the travel request.
- Travel should be booked as early as possible to secure reasonable pricing.
- Only travel necessary for the Regeneron engagement is permissible.
- Travel arranged outside of required channels will not be reimbursed unless travel was already planned and requires a change to accommodate Regeneron business. In such cases, proof of prior reservations is required.
- If HCP is conducting work for Regeneron while attending a congress, only airfare change fees and additional hotel nights are permitted if travel arrangements need to be changed to accommodate the Regeneron event.
- For any questions, HCP should contact the Regeneron representative.

2. Air Travel

- Flights will be booked in accordance with country specific requirements, taking into account the nature and duration of the journey.
- Exceptions (e.g., medical needs) require prior written approval from Regeneron and require documentation according to country specific requirements.
- If a non-refundable ticket is unused, the ticket will be stored in the TMC system and must be applied to future Regeneron travel and cannot be used for personal travel. HCPs should contact the TMC when rescheduling flights using an unused ticket. If an HCP has an unused ticket from a previous Regeneron engagement, HCP should notify the Regeneron representative.
- Regeneron will schedule travel based solely on the required anticipated dates for attendance at the Regeneron event, meeting, or scientific congress. Regeneron does not schedule travel to accommodate personal travel plans and activities.

3. Rail Travel

- Rail will be booked in accordance with country specific requirements.

4. Ground Transportation

- Ground transportation will be booked in accordance with country specific requirements. Any eligible mileage reimbursements are subject to country specific limits.

5. Hotel Accommodations

- Hotel reservations will be booked in accordance with country specific requirements.
- Only standard rooms at Regeneron approved hotels are permitted; luxury, resort properties or properties otherwise not considered suitable for business stay are not permitted.
- Additional nights are permitted only when necessary and based on meeting schedules or when same-day travel is not feasible. Appropriate additional nights require prior written approval from Regeneron.

6. Meals

- If permitted by the code of the home country, meals may be reimbursed in accordance with country specific meal limits when incurred during travel time or meeting time if meals are not otherwise provided by Regeneron.
- Itemized receipts are required for all meals.

7. Reimbursable Out-of-Pocket Expenses

- Expenses must be directly tied to Regeneron-related travel and supported by itemized receipts.
- Examples: visa fees, hotel taxes, required internet charges, ground transport, meals within limits.

8. Non-Reimbursable Expenses

- Additional hotel expenses on days before or days after the Regeneron engagement, unless pre-approved by Regeneron.
- Upgrades to flights not pre-approved in writing by Regeneron.
- Companion travel (unless pre-approved by Regeneron for medical accommodation).
- Clothing, gifts, donations, or souvenirs.
- Any personal trip insurance, including, but not limited to, air travel insurance.
- Personal recreational and entertainment during travel including, but not limited to, theatre, personal amusements, side trips, tours, and transportation while on trips, airline headsets, movies, sporting events.

- Personal reading material or services.
- Training costs, unless approved in advance by Regeneron.
- Medical expenses, toiletries, traffic fines, incidentals.
- Repairs, maintenance, and car wash for owned or rented vehicles.
- Lost or stolen personal property while on business.

9. Expense Submission

- Expenses must be submitted with itemized receipts. Itemized receipts are defined as a document that includes transaction date (and time), business name, description of items or services, quantity, total amount paid and payment method confirming payment was provided AFTER a transaction is completed. Invoices, booking confirmations, and online meal orders, by way of example are not considered an itemized receipt for out-of-pocket reimbursement.
- Incomplete submissions or expenses not permitted by policy may delay or prevent reimbursement.