

<i>Title:</i> NON-EMPLOYEE TRAVEL REIMBURSEMENT POLICY	<i>Supersedes:</i> Any existing policies	<i>Total Pages:</i> 2
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POLICY

This travel reimbursement policy (the “**Policy**”) for Thermo Fisher Scientific Inc. (“**Thermo Fisher**”) applies to all independent contractor, temporary, and/or contingent resources staffed through a staffing firm (individually and collectively, “**Contractors**”) AND all 3rd party suppliers, consultants, service providers and consulting firms (individually and collectively, “**Consultants**”; together with Contractors, individually and collectively, “**Third Parties**” of “**Third Party**”) providing services to Thermo Fisher.

While it is the responsibility of Third Parties to ensure adherence to this Policy, Company’s project manager, primary point of contact, or hiring manager shall monitor compliance and address any Policy violations. Company reserves the right to not reimburse Third Parties for expenses that do not comply with this Policy. When travel is permitted by Thermo Fisher, the following shall apply:

1. **Travel Expense.** Third Parties are expected to exercise prudent judgment when arranging travel and incurring travel related expenses (“**Expenses**”). Expenses will only be reimbursed when Third Parties travel at the direction of Thermo Fisher to a designated location outside of Third Parties’ normal job assignment. Reimbursable Expenses are limited to necessary and actual out-of-pocket expenses appropriately incurred while performing services on behalf of Thermo Fisher.
2. **Expense Reimbursement.** All Expenses must be submitted to Thermo Fisher within sixty (60) calendar days after Third Parties incur the applicable expenses. Expenses submitted after sixty days will not be reimbursed by Thermo Fisher.

Thermo Fisher will only reimburse Third Parties for actual Expenses incurred. Such Expenses must have prior written authorization (email is sufficient) from Thermo Fisher.

Third Parties are not authorized to submit for reimbursement through Thermo Fisher’s expense reporting system. Instead, Third Parties must submit all reimbursement for travel related expenses per the guidance below:

- **Consultants:** Expenses must be submitted to Thermo Fisher as a separate itemized monthly invoice via Consultants’ standard invoice process with Thermo Fisher.
 - **Contractors:** Expenses must be submitted through your staffing agency’s normal invoicing process with Thermo Fisher as an extra line item with the necessary supporting documentation.
3. **Air Travel.** Thermo Fisher may cover the cost of Third Party’s coach/economy airfare from their location to the meeting location requested by the Thermo Fisher. Under no circumstances is business or first-class airfare authorized.

When practical Third Parties should utilize Thermo Fisher’s preferred carriers and are expected to make travel arrangements as far in advance as possible, at least 14-days in advance of travel, to avoid more costly fares and rates.

Third Parties must utilize the lowest available fare for air travel. This is defined as the lowest cost flight based on the following criteria:

- Flights within a four-hour window before or after the flight selected by the employee
- Flights with the same number of stops or changes as the flight selected by the employee
- Flights with a savings of \$200 or more than the flight selected by the employee

4. **Ground Transportation.** Thermo Fisher may cover the costs of ground transportation (car rental, taxi, rideshare, shuttle etc.) incurred by Third Parties. If provided, Third Parties should utilize Thermo Fisher provided transportation between the location of the requested meeting or event, the airport and the hotel. Parties should utilize the most efficient, safe and economical form of transportation for their trip, considering ride sharing (Uber), rental car, public transportation, rail, taxis, and shuttles. Thermo Fisher will not reimburse Third Parties for black car and limousine services while on Thermo Fisher business.
5. **Lodging.** Thermo Fisher may cover the cost of a hotel room at a modest, single occupancy rate in a hotel that is in a safe location convenient to the location of the requested meeting or event. Reimbursement by Thermo Fisher for hotel accommodations shall be capped at \$250 per night (excluding taxes and fees), unless approved in advance by Thermo Fisher.

Thermo Fisher will not cover incidental room costs incurred by Third Party during such stay. Any cancellation fees incurred as a result of Third Parties failure to cancel reservations in advance shall be the responsibility of Third Parties and not reimbursed by Thermo Fisher.

Any additional hotel nights not authorized by the Thermo Fisher will be the responsibility of Third Parties. Hotel expenses will not be covered if Third Parties are traveling less than two hours from his or her home. Thermo Fisher's negotiated discounted rates with preferred hotels should be used when possible and inquiries made concerning weekly-long term discounts for hotel stays of a week or longer.

6. **Meals.** Third Parties are eligible for up to \$50 (including gratuities) for breakfast, lunch and dinner for each full day of travel. Third Parties will be reimbursed for actual and reasonable meal expenses.
7. **Entertainment and Recreation.** Thermo Fisher will not cover the cost of entertainment and recreation under any circumstances.
8. **Receipt Requirements.** For Contractors, original detailed receipts for all expenditures must accompany the reimbursement request. Failure to provide receipts may result in delayed or denied reimbursement. For Consultants, supporting documentation must be provided along with the request for reimbursements and original detailed receipts for all expenditures must be available upon request by Thermo Fisher.
9. **Cap on Expenses.** Should travel be authorized by Thermo Fisher, Third Parties expenses shall not exceed ten (10%) percent of actual fees paid by Thermo Fisher for the Services (or one thousand dollars for Contractors) unless otherwise agreed by Thermo Fisher in a Statement of Work. For the avoidance of doubt, Thermo Fisher shall only reimburse Consultant for actual expenses incurred.
10. **Travel Time.** Thermo Fisher will not reimburse Third Parties for any time spent by Third Parties traveling to the mutually agreed location.