

**Summary of
Corporate Business Travel & Expense Guidelines for Suppliers of Sumitomo Dainippon Pharma
America, Inc. or its affiliate entities, including Sunovion Pharmaceuticals Inc.
("Company")
(Effective April 1, 2020)**

1. **Approval.** If your organization does not have a Travel Agency of Record, all air travel, lodging, car rental, sedan service, and rail travel reservations including enroute changes must be booked through Company's Agent of Record, Carlson Wagonlit Travel. Carlson Wagonlit Travel can be reached at 1-866-473-9863 or via emails at sunoviontravel@carlsonwagonlit.com. Business hours are 8:30 ET – 5:30 ET Monday through Friday. After hours emergency service should only be used for requests that cannot wait until the next business day. Company's preferred suppliers should be utilized whenever possible as directed by Company's Travel Agency of Record.
2. **Documentation.** Travelers will need to expense travel and provide their travel receipts as evidence of the trip and must submit receipts for all amounts in excess of \$25.00.
3. **Airfare.**
 - a. **Domestic.** All travel within the Continental United States and Puerto Rico must utilize the least expensive coach class of service.
 - b. **International.** All travel outside of the Continental United States and Puerto Rico, including but not limited to Canada, Europe, the Far East, and the Pacific must utilize the least expensive coach class of service. Business class may be utilized when total flying time exceeds six (6) hours, excluding layover time at the connection point or when a flight is an overnight flight. No business class ticket can be changed for two economy class tickets in order to take a family member or other third party.
 - c. **Baggage Fees.** If the airline does not allow free checking of bags, Company will reimburse the cost of one (1) checked bag and one (1) carry-on bag per flight if applicable.
4. **Car Rentals.** Travelers should book the midsize/intermediate rental car category. For short distances, taxis are preferable, and a receipt should be obtained.
5. **Hotels.** Company will reimburse for standard rooms.
6. **Use of Personal Vehicles.** Company will reimburse for business use of personal vehicles at the current IRS mileage rate and for tolls and parking. Receipts should be obtained for all toll and parking expenses.
7. **Meals Reimbursement.** Meals undertaken during travel at Company's request should not be lavish, extravagant, or unreasonably costly. All meals must be documented with the location, town, restaurant name, date, persons present and business relationship, business purpose, and total costs including tips and taxes.
8. **Tipping.** Company's policy allows for reasonable gratuities based on the quality of the services rendered. When outside the U.S., local tipping customs should be utilized.
 - a. **Restaurant Waiters.** A twenty (20%) percent gratuity is Company's policy unless service does not warrant. Any gratuity above 20%, unless additional gratuity is required by a restaurant for larger groups, is the sole responsibility of the party giving the tip. Tips should be included on the meal receipt, not separately. For example, a \$25 meal plus \$3.75 tip equals a total expense of \$28.75, which should be the total amount on the receipt.

- b. Airport Porters, Hotel Bellman, Chambermaids.** Porters and bellman may be tipped \$2.00 per bag, unless service does not warrant. Chambermaids may be tipped \$2.00 per night's stay, unless service does not warrant. Tips for hotel services should be reported as "other" on the invoice.
- 9. Communication Expense.** Company will reimburse a party traveling at Company's request for communication expenses with a business purpose directly related to the work that the party is performing for Company.
- 10. Entertainment.** Movie rentals, shows, night clubs, spa treatments, sporting events, magazines and newspapers are not reimbursable.
- 11. Sundries and Incidentals.** Incidental expenses of a personal nature, including but not limited to hotel incidentals are generally not reimbursable.
- 12. Guests/Spouses.** Expenses resulting from spouse or other third party accompaniment are not reimbursable.
- 13. Other Non-Allowable Expenses.**

Including but not limited to:

- Fines – traffic or parking violations;
- Expenses incurred by making side trips for personal convenience;
- Mileage, tolls and parking expenses to/from destinations not specifically requested by Company unless Company specifically authorized such expenses in a prior written agreement or contract;
- Loss of personal property or cash advance, money or personal funds;
- Laundry and dry cleaning (unless trip exceeds three (3) days);
- Penalties associated with changes in airline tickets, unless change in plans made or agreed to by Company;
- Penalties for hotel no-show charges due to traveler's negligence to cancel their reservation;
- Rentals of luxury cars, sport utility vehicles, sports cars, or convertibles;
- Expenses incurred for lodging at luxury class hotels unless Company specifically requested, in writing, to stay at such a hotel;
- Child care;
- Kennel costs;
- Travel time