

Travel Guidelines

1. Service Provider and its employees providing services to Siemens Healthineers, including its Contingent Labor, "Travelers" should be familiar with the following Siemens Healthineers Travel Principles and will abide by the Travel Guidelines.

2. Siemens Healthineers Travel Principles include the following topics:

Necessity of business trip: The purpose of business travel is to facilitate the business success of Siemens Healthineers. Both the Service Provider Traveler and their Siemens Healthineers engagement manager must consider and align upon the necessity, efficiency, and cost effectiveness of each trip. Virtual meeting tools should be strongly considered as an alternative to travel.

Expense Optimization: Travel is a major controllable expense for Siemens Healthineers. Service Provider Travelers and their Siemens Healthineers engagement manager have a responsibility to optimize travel costs by using the tools, services and processes provided.

Siemens Booking Channels: At the discretion of the Siemens Healthineers engagement manager the Service Provider may be required to book all travel through the Online Booking Tool (OBT), Concur. The Service Provider Travelers must be identified via the Fieldglass tool as far in advance as possible to enable a travel profile creation through the express employee module. Service Provider Travelers must complete and activate their travel profile in the OBT in order to book any travel.

Planning and Booking: The most appropriate means of transport and accommodation should be used when planning and booking travel, considering time and overall cost. Travel shall be planned and booked as far in advance as possible to obtain lower fares and rates.

Expense reimbursement: Siemens Healthineers will reimburse Service Provider for approved Siemens Healthineers travel expenses in accordance with this guideline and applicable local laws to cover Service Provider Travelers' reasonable and necessary travel expenses incurred while conducting Siemens Healthineers business away from the traveler's primary work location. This may include reimbursement and/or a per diem allowance. Service Provider Travelers must process all travel expenses in a timely manner and provide all required documentation.

Service Provider Travelers must avoid any violation of Siemens Healthineers regulations, or law, and must avoid harming the image and reputation of Siemens Healthineers regarding their travels.

3. Siemens Healthineers will reimburse Service Provider for reasonable and actual travel, and related reasonable business expenses, when approved by Siemens Healthineers in advance. Supplier shall exercise reasonable cost effectiveness when incurring these expenses.
4. Service Provider shall submit invoices to Siemens Healthineers for approval and payment along with associated receipts for travel related expenses incurred hereunder. Service Provider Travelers are responsible for reviewing their documentation before submission to ensure accuracy and completeness. Note: An itinerary is not a satisfactory receipt. All travel invoices must be filed in a timely manner, in most cases promptly after returning from a business trip or as soon as possible after the expense has been incurred, generally, within 14 days of completing the trip. Each invoice will include the following:
 - Purchase Order number, if applicable
 - Expenses incurred

- All supporting original receipts
- The remit to address; and
- The name of the Siemens Healthineers employee who authorized the expense

5. Air Travel

- Class of service: Siemens Healthineers' general class of travel is economy class. If using the OBT (Concur) this will be the "Lowest Logical Airfare" available at time. The "Lowest Logical Airfare" is the lowest available airfare within the defined time windows at time of departure or arrival. This may include non-refundable, non-flexible tickets. Exceptions to this rule will be documented and be transparent to both Service Provider Traveler and Siemens Healthineers.
- Advanced booking before date of travel: Service Provider Travelers are expected to book their trips as early as possible; ideally this will be at least seven (7) days in advance for domestic flights, and at least twenty-one (21) days in advance for all other flights.
- Changes or cancellations: If travel plans need to be changed, the Service Provider Traveler must cancel or change the trip as far in advance as possible prior to the scheduled departure date. Related cancellation and exchange/rebooking fees are reimbursable.

6. Hotel

- Service Provider Travelers should select the lowest possible price for hotels within the defined rate cap per country/city.
- There is no reimbursement allowed (e.g., host/hostess gift) if the Service Provider Traveler prefers to stay with family, friends, or at the traveler's own private residence in lieu of lodging.
- Hotels may impose fees for cancellation due to deadline or failure to cancel policies. These fees may not be reimbursable if the Service Provider Traveler had reasonable opportunity to cancel. If travel plans need to be changed, the Service Provider Traveler should cancel or change the accommodations by calling the hotel. This should be done as far in advance as possible.

7. Ground Transportation

- General, public transportation and taxis: Service Provider Travelers should use the most economic, yet safe and reasonable means of ground transportation based on their destination. Whenever possible this may include public transportation. It is recommended to check with the local Siemens Healthineers office to determine most appropriate ground transport and if there are preferred suppliers and negotiated rates.
- Railway: Rail travel may be considered as an economical and convenient transportation option in lieu of flights or driving. Domestic rail travel on Amtrak should be booked in economy/coach class.
- Rental cars: . In general, the most economic car model should be used. All reasonable efforts should be made to refuel the rental car prior to return to the rental car location. Usage of private cars: Service Provider Travelers will be reimbursed for usage of personal cars at the prevailing IRS mileage rate and toll fees incurred in conjunction with business travel. Service Provider Travelers should consider when it is more cost-effective to rent a vehicle as an option to using a personal vehicle.

8. Meals

- Meals while travelling: Reimbursement for actual meal expenses while travelling is allowed. Actual meal expenses must be within reasonable limits for the geographic region in which travelling.
- Per Diem Meal and Incidental allowances: Siemens Healthineers must pre-approve any Per Diem Meal and Incidental allowances. For Service Provider Travelers that are authorized for Per Diem Meal and Incidental allowances, the amount will be based on the daily maximum rate published by the IRS at <http://www.gsa.gov> (Meals & IE), based on the location of the work activities. No per diem rates greater than the IRS rates will be allowed. Allowances will be prorated for the travel departure date and the date of return. If a Per Diem Meal and Incidental allowance is paid, expenditures for an actual meal are not also separately reimbursable.

9. Miscellaneous

- Reward and loyalty programs: Service Provider Travelers may participate in loyalty programs (e.g., airline frequent traveler programs or hotel frequent guest programs) and retain benefits for personal use. Participation in these programs must not influence the Service Provider Traveler's choice of supplier for any given trip; selections by the Service Provider Traveler must provide best value for Siemens Healthineers. Any tax liabilities associated with the accumulation or redemption of traveler points and rewards are the full responsibility of the individual and must not be expensed to Siemens Healthineers.
- Currency fees: Foreign exchange fees incurred when obtaining local currency are reimbursable expenses. The Service Provider Traveler needs to provide proof of the actual exchange rate that was used.
- Incidentals: Incidental expenses should be pre-approved by the Service Provider Traveler's engagement manager.
- Travel Documentation: Service Provider is responsible for ensuring Service Provider Travelers have all necessary documentation for travel, including obtaining proper vaccination, passport, visa, etc.
- Export Control & Customs: Service Provider Travelers must familiarize themselves and adhere to Siemens Healthineers' compliance regulations and laws with respect to goods and products, (including hardware, software, and technology), which are necessary on a business trip/project delegation. This includes any applicable requirements or restrictions related to notebooks, tablets, and smartphones regarding export control. Service Provider Travelers should contact the Siemens Healthineers engagement manager for more information.
- Travel Security: Service Provider Travelers are required to adhere to all of Siemens Healthineers travel security processes and regulations published by Security (SEC) when traveling abroad for a business trip or as part of a delegation.