1. **Purpose and Scope**

Travel and expense reimbursement is a significant cost to Perrigo, and our goal is to effectively manage these expenditures for the benefit of all. This Supplier Travel and Expense Reimbursement Policy ("**Policy**") is intended to clearly reflect Perrigo's values, strategies, and principles and defines the standards and principles for reimbursement of preapproved and unavoidable Supplier business travel-related expenses ("**Expenses**"). Any deviations from this Policy even if acceptable to Perrigo business owners are to be considered exceptions to this Policy and Supplier must ensure that such exception is specifically agreed to in advance in writing. Otherwise, any such exception to this Policy is not reimbursable by Perrigo regardless of any direction or approval from a business owner. This Policy shall supersede any of Supplier's policies unless otherwise agreed to by Perrigo.

Perrigo will reimburse pre-approved Expenses to a Supplier if explicitly agreed by Perrigo in writing pursuant to an agreement or as set forth in a Statement of Work ("**SOW**") or Purchase Order when no SOW is applicable.

This Policy applies to all agencies, independent contractors, speakers, writers, bloggers, talent, influencers, and any other individual or entity seeking reimbursement for Expenses.

Anything to the contrary notwithstanding, Suppliers are explicitly prohibited from incurring any Expenses on behalf of Perrigo employees and are not allowed to seek reimbursement for any Expenses (including meal-related expenses) generated by or from Perrigo employees, such Perrigo employee Expenses are covered by Perrigo internal policies and procedures.

2. **Unavoidable Business Travel**

Business travel should only occur if unavoidable. All alternatives to travel, such as virtual meetings, must be considered first. If business travel is unavoidable, the most environmentally friendly and cost-effective means of transport for business trips (for example, train instead of plane or car has to be chosen).

If business travel is unavoidable and Supplier seeks to have a reimbursement by Perrigo, the overall cost to Perrigo must be considered by Supplier. Supplier must ensure, that any reimbursable travel-related expenditure decisions are made in the best interest of Perrigo and not the Supplier. Supplier must minimize reimbursable travel-related expenses whenever possible and use the least expensive options in conjunction with Supplier's effective delivery of services and Perrigo. **Unless otherwise set forth in an agreement between Perrigo and Supplier, all trips must be preapproved by Perrigo in writing.** Perrigo reserves the right to refuse unreasonable or unnecessary expenses that do not further its business interests.

3. Supplier Responsibilities

Supplier is responsible for complying with this Policy and all the details herein as well as all applicable tax laws, anti-corruptions laws and any other regulations relating to business travel and expenses. Unless otherwise set forth in an agreement, Supplier is responsible for obtaining Perrigo's prior written approval for any Expenses for which reimbursement will be sought from Perrigo as further detailed in this Policy. Supplier must retain all original receipts for 12 months. Receipts are only required to be submitted upon Perrigo's request. A credit card statement is NOT considered an original receipt. Perrigo will not reimburse any Expenses incurred for travel that was cancelled by Supplier without Perrigo's approval.

4. Air Travel

When air travel has been preapproved, Perrigo will reimburse Supplier for standard class for flights (i.e. economy class). Supplier must select the lowest direct fare offered across carriers, within two hours of the requested departure/arrival time. Frequent flyer or other similar programs must NOT influence flight selection in any manner that would result in incremental cost to Perrigo beyond the lowest possible airfare or other reimbursable cost as indicated in this Policy. Upgrades to a higher class of service are not reimbursable. In specific cases, Perrigo may ask that Supplier use Perrigo's booking system even though the cost may be higher.

To the extent possible, airline reservations should be made no later than 14 days in advance of the date of travel. Non-refundable discounted fares and/or promotional fares should be utilized whenever possible. Changes in reservations are only reimbursable when the change is at the request of Perrigo. Changes made for personal reasons cannot be submitted for reimbursement.

Perrigo will reimburse Supplier for unavoidable baggage fees if such fees are necessary for Supplier to provide the services to Perrigo. However, Supplier must only check the fewest bags possible to minimize any such fees. When traveling from the airport to the hotel Perrigo recommends the use of airport shuttles if available and practical.

5. Ground Transportation/Car Rental

Use of taxis, ride hailing, and public transportation is highly encouraged, and Perrigo will reimburse Supplier for any such taxi and public transportation Expenses. We encourage each Supplier to choose a environmentally friendly transport option. In areas where taxis or public transportation is not safe or freely available, Perrigo will reimburse Supplier for the use of a car service (i.e. private chauffer services).

If Perrigo preapproves a car rental, Perrigo will reimburse Supplier only for a compact car for all car rentals. A full-size car will be reimbursed only when three or more Supplier individuals are traveling together. Perrigo will not reimburse for any category upgrades. Supplier must return the vehicle with a full tank. Perrigo will not reimburse for pre-paid fuel charges or charges for insufficient fuel upon return.

If plans change or are canceled, Supplier is responsible to cancel any car rental reservations. Costs resulting from a failure to cancel a guaranteed reservation will not be reimbursed by Perrigo.

Supplier is responsible for any fines from traffic violations or parking tickets received while driving a rental car and is responsible for any damages to the car.

If Perrigo approves reimbursement for the use of a personal automobile for business travel, the mileage reimbursement will be limited to the approved individual's daily commute from the closer of their home or normal work location to their assigned Perrigo location. Any other mileage is considered personal in nature and not eligible for reimbursement. Supplier will be reimbursed at the then current IRS (or other applicable standard) rate per mile.

Perrigo will reimburse Supplier for rail travel in 2nd Class / Coach Class. Rail travel should be used when: (a) it is less expensive than air travel and does not substantially increase Supplier's total travel time, or (b) it is substantially timelier than driving by car.

6. Meals and Other Expenses

Perrigo will reimburse Supplier for the actual cost of meals up to $120/€107/£90/C$160 per day. Supplier must provide an original itemized restaurant receipt (no credit card receipts) from the provider for all meal expenses in order to be eligible for reimbursement. All receipts must indicate the name and location of the business along with the date, description and amount of the expense. Perrigo will not reimburse Supplier for any alcohol costs.

7. Excluded Expenses

The following items are of a personal nature, and therefore are not considered Expenses and are not reimbursable by Perrigo (this list is illustrative and is not intended to be all-inclusive):

- Membership fees for airline, hotel, rental vehicle and frequent flyer clubs
- Any fees or costs associated with membership in a private club
- Incremental costs of double-occupancy over single-occupancy rates for a spouse, family member or other guest
- Hotel charges associated with cancellation, where reasonably prudent actions were not taken to avoid such charges
- Hotel mini bar charges
- Laundry and/or dry-cleaning charges
- Air flight and other travel insurance
- Car rental navigation or GPS charges
- Meals provided or other gifts given to family or friends whose residence is used "in-lieu-of" a hotel during a business trip

- Roadside assistance or auto club memberships
- Personal reading materials and entertainment or recreation items (e.g., newspapers, magazines, books, movies)
- Membership in health clubs and associated fees
- Spa and health club usage
- Lost airline ticket application fees
- In-room movies during hotel stays or charges for in-flight movies on airlines
- Hotel or airplane/airport Wi-Fi fees
- Charges for barbershops, beauty salons, massages, shoeshine or similar items
- Purchase of clothing, toiletries or medicines
- Adult entertainment
- Valet parking

8. Reimbursement Payments

Expenses that are eligible for reimbursement shall be reimbursed in accordance with the terms of this Policy. If no payment term is set forth in such agreement, payment will be made 90 days from the date of invoice, by bank transfer, for reimbursement provided that Supplier submits invoice for reimbursement within 60 days of incurring such Expenses. Perrigo shall not reimburse Supplier for any expenses submitted for reimbursement more than 60 days after such expenses are incurred. Any fraudulent or misrepresented expense claims by Supplier shall result in the non-reimbursement of all Expenses and may lead to the immediate termination of any SOW or Agreement. Supplier shall allow Perrigo to audit Supplier’s compliance with the terms of this Policy upon 30 days prior written notice. If Perrigo finds that reimbursement was made in contravention of this Policy, Supplier shall refund any such reimbursement within 30 days of request by Perrigo and shall be liable for the cost of the audit.

9. Questions About This Policy

Perrigo reserves the right to update this Policy from time to time without notice to Supplier. If you have any questions regarding this Policy, please contact your Procurement contact.

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