



Non-Employee Travel and Expense Reimbursement Policy

I. Purpose & Scope

This travel and expense reimbursement policy (“**Policy**”) for Fresenius Medical Care Holdings, Inc. d/b/a Fresenius Medical Care North America (“**FMCNA**”) applies to all independent contractor, temporary, and/or contingent resources staffed through a 3rd Party 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**”) providing services to FMCNA.

For the avoidance of doubt this Policy **does not apply** to any travelers enrolled in the Traveling Nurse Program (FTN) whether recruited directly by FMCNA or through a 3rd party staffing agency.

While it is the responsibility of the Third Party to ensure adherence to this Policy, FMCNA project manager or hiring manager are accountable to monitor compliance and address any Policy violations. FMCNA reserves the right to not reimburse Third Parties for expenses that do not comply with this Policy.

II. Travel and Expense Guidelines

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 FMCNA 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 during the course of official business for FMCNA. Third Parties are expected to exercise prudent judgement when traveling and while leveraging FMCNA’s corporate travel discounts.

III. Travel Arrangements

A. Booking Travel. It is the Third Parties’ responsibility to seek the lowest cost travel options whenever possible. Third Parties shall utilize FMCNA’s contracted Travel Management Company (“**TMC**”) when making arrangements for necessary airline, railroad, bus, rental car, lodging and other travel reservations per the guidelines below.

Third Parties are required to adhere to the following when booking travel:

- **Consultants:** If directed by FMCNA, Consultants shall utilize FMCNA’s TMC to book travel. However, Consultants may book travel arrangements directly, without utilizing FMCNA’s TMC, if lower cost arrangements can be found. If travel is not booked through FMCNA’s TMC, Consultants may still be able to leverage FMCNA’s negotiated rates with local hotels.
- **Contractors:** Contractors setup in FMCNA’s Fieldglass vendor management system (“**Fieldglass Contractors**”) and all other Contractors (“**Non-Fieldglass Contractors**”) **will not automatically** be setup in FMCNA’s instance of Concur Travel (“**Travel Booking Tool**”). Instead such Contractors should book travel by contacting FMCNA’s TMC via phone or email unless otherwise directed. Booking travel through non-approved channels (Expedia, Trivago, or directly with an airline/hotel, etc.) are prohibited.

FMCNA's TMC can be contacted by Third Parties using the following channels for resolution with travel related issues:

- 24/7/365 Phone Support (1.885.417.4020)
- Email (Fresenius.travel@Adtrav.com)

B. Contractor Travel Profiles. It is the responsibility of Contractors to maintain their profiles with all relevant information, including, but not limited to: Mobile phone number which traveler can be contacted at while traveling, credit card details, government-issued names, birthdates, gender, company-specific requirements, etc.

IV. Expense Reimbursement

All Expenses must be submitted to FMCNA within thirty (30) calendar days after incurring the applicable expenses. FMCNA will only reimburse Third Parties for actual Expenses incurred by such Third Parties. Such Expenses must have prior written authorization (email is sufficient) from FMCNA.

Third Parties are not authorized to submit for reimbursement through FMCNA's Concur Expense system. Instead, Third Parties must submit all reimbursement for travel related expenses per the guidance below:

- **Consultants:** Expenses must be submitted to FMCNA as a separate invoice via Consultants' standard invoice process with FMCNA.
- **Fieldglass Contractors:** Expenses must be submitted through Fieldglass as an extra line item separate from the hours worked.
- **Non-Fieldglass Contractors:** Expenses must be submitted to the Non-Fieldglass Contractor's staffing agency. Their staffing agency will then provide FMCNA the necessary supporting document and request payment from FMCNA via their normal invoicing process with FMCNA.

V. Form of Payment

Third Parties will be required to provide a personal credit card at the time of booking any travel with FMCNA's TMC. **Third Parties are not authorized** to utilize a FMCNA corporate credit card or a FMCNA Business Travel Card ("BTA") for any travel.

VI. Personal Car Mileage

Third Parties will be reimbursed for mileage only when using their personal vehicle for non-standard travel related to FMCNA directed work when such travel exceeds their standard commute.

For example: If a Third Party's typical commute is 50 miles and FMCNA asks the Third party to travel to a non-standard location that is 60 miles away the Third Party may only submit reimbursement for the 10 additional miles.

FMCNA shall reimburse Third Parties based on current IRS mileage rate or lower. Individual Third Parties are responsible for any traffic tickets/citations issued while travelling in a personal vehicle on FMCNA business. FMCNA is not liable for any accidents or damage resulting from travel associated with FMCNA business.

VII. Receipts

Itemized receipts must be included for any expense exceeding \$25. Scanned receipts must be submitted with each expense invoice for any individual meal or travel expense to be reimbursed

by FMCNA.

VIII. Non-Reimbursable Personal Expenses

Expenses incurred for the sole benefit of Third Parties **will not be allowed** as reimbursable Expenses. Such expenses include, but are not limited to, any type of insurance, travel loan finance charges, personal credit card fees or dues, radio or television charges, bar bills, extra meals, snacks, room service, newspapers, magazines, TSA Pre-check fees, laundry, and other like charges. In addition, the following are not reimbursable expenses:

- Special car accessory equipment such as GPS, ski racks or child car seats.
- Additional fees associated with premium seating or premium boarding.
- Lost baggage fees.
- Fees for international travel such as foreign currency conversion or passports.

IX. Communication

Telephone, internet, and fax expenses shall be allowed only when reasonably incurred in the course of the transaction of business with FMCNA. For the avoidance of doubt, the following shall be excluded: monthly bills for Third Parties' cell phones, home phones, or home internet.

X. Non-Business-Related Travel

FMCNA will not reimburse Third Parties for any Expenses incurred by a spouse or other individuals accompanying Third Parties.

XI. Advance Booking

FMCNA requires Third Parties 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 that occur as capacity diminishes.

XII. Air

A. Low Fare Utilization. Third Parties must utilize the lowest available fare. Lowest fare is defined as any non-refundable ticket on a FMCNA preferred airline, within a 2-hour window of desired arrival/departure time, considering connections and alternate airports that do not prove inconvenient to the travelling Third Parties.

B. Class of Service. All Third Parties are expected to travel in Economy Class unless a single flight exceeds 8 hours. First class is not permitted for any Third Parties. Business class is permissible on international flights of 8 consecutive flying hours or more on the same aircraft (For purposes of this Policy, international travel covers all destinations outside the Continental U.S., Alaska, and Hawaii.) and is subject to FMCNA senior management approval (SVP or higher).

XIII. Rail

A. Alternative Mode of Transportation. Rail should be considered a viable alternative to air travel especially in the North-East Corridor when most economical mode of travel.

B. Class of Service. All rail travel is expected in Economy Class.

XIV. Hotel

A. Class of Hotel. Third Parties are expected to utilize mid-tier hotels, similar to Embassy

Suites, Hilton Garden Inn, Courtyard brands for business travel.

B. Preferred Rates. Third Parties must utilize a FMCNA preferred hotel, negotiated rate, unless unavailable for the dates or city of travel.

C. Room Type. Third Parties must utilize standard room types, unless unavailable for the dates, preferred hotel, or city of travel.

D. Cancellation Penalties. Third Parties must make note of hotel rate details and cancellation penalties. Penalties for cancelling within the cancellation period are not reimbursable.

E. Deposit Required/Advance Purchase Rates. Third Parties should not book these non-refundable hotel rates as they are not business-travel-friendly and often result in additional cost to FMCNA.

XV. Ground Transportation

A. Economical Mode of Transportation. Third Parties should utilize the most efficient, safe and economical form of transportation for their trip, considering: rental car, ride sharing services, transportation network services (e.g. Uber, Lyft, et al.), taxi and shuttles. Black car services are not permitted for Third Parties.

B. Rental Car Class of Vehicle. Third Parties should book a midsize/intermediate size vehicle.

XVI. Meals

Third Parties are eligible for up to \$60 for each full day of travel which can be used at the Third Parties' discretion. Third Parties are eligible for meal reimbursement only when business travel involves an overnight stay.

XVII. Gratuities

Reasonable judgment should be used regarding tipping. Generally, 15-20% is considered reasonable, 10% for drivers, \$10 per week for maid service, \$3 for valet parking and \$5 for luggage handling. Lavish or unreasonable gratuities will not be reimbursed.

XVIII. Travel Time

FMCNA will not reimburse Third Parties for any time spent by Third Parties in travel to the mutually agreed location.

XIX. Consultant Cap on Expenses

In no event, shall Consultant's Expenses exceed ten (10%) percent of actual fees paid by FMCNA under the agreement between the parties as to which this Policy is attached or referenced, unless otherwise agreed by FMCNA in a Statement of Work or other writing between the parties.

XX. Topics Not Addressed

Any subjects not covered in this Policy should be deferred to FMCNA's employee travel policy.

Note: Policy is subject to modification by FMCNA without notice.