

## SAP Fioneer Supplier Travel & Expense Reimbursement Policy

In general, SAP Fioneer will reimburse business travel-related expenses to a Vendor (also "Supplier" under this SAP Fioneer Supplier Travel & Expense Reimbursement Policy "Travel Policy") if explicitly agreed by SAP Fioneer in advance in writing in the respective SOW or SAP Fioneer Purchase Order ("PO") when no SOW is applicable (see further details in Section 2 Scope below).

In addition, SAP Fioneer will decline any Supplier expense reimbursement claim, which contains any expense types, which are not explicitly mentioned or otherwise provided for in Section 10 of this Travel Policy. Anything to the contrary notwithstanding, any other expenses/types not provided for in Section 10 will be considered personal or other non-reimbursable expenses and are de facto not reimbursable.

It is the Supplier's sole obligation to have a clear understanding of this Travel Policy, including its Objectives, Scope, other details including expense reimbursement procedures as well as any exception handling requirements and documentation. SAP Fioneer's evaluation of any Supplier's performance includes Supplier's commitment to compliance with this Travel Policy and its details which is an essential obligation of Supplier in providing services to SAP Fioneer.

### 1. OBJECTIVES

This Travel Policy is intended to clearly reflect SAP Fioneer's values, strategies and principles and defines the standards and principles for reimbursement of preapproved Suppliers' business travel-related expenses. Compliance with tax and legal regulations has to be ensured by Suppliers. Any deviations from this Travel Policy even if acceptable to SAP Fioneer business owners are to be considered exceptions to this Travel Policy and Supplier must ensure that such exception is specifically agreed to in advance in writing and in full compliance with the documented exception handling policy in Section 12 of this Travel Policy. Otherwise, any such exception to this Travel Policy is not reimbursable by SAP Fioneer regardless of any direction or approval from SAP Fioneer business owner.

According to SAP Fioneer's sustainability strategy, business travel should only occur if unavoidable. All alternatives to travel, such as virtual meetings, have to 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 (see further details in Section 8 of this Travel Policy) has to be chosen.

If business travel is unavoidable and Supplier seeks to have a reimbursement by SAP Fioneer, the overall cost of a business trip has to be always taken into account by Supplier. Supplier has to ensure, that any reimbursable travel-related expenditure decisions are made in the best interest of SAP Fioneer, and not the Supplier. Suppliers have to minimize reimbursable travel-related expenses whenever possible and use the least expensive options in conjunction with Supplier's effective delivery of services and SAP Fioneer requirements.

### 2 SCOPE

This Travel Policy for Supplier Travel & Expense Reimbursement applies to unavoidable business travel-related activities incurred by a Supplier solely in connection with delivering services to SAP Fioneer provided that SAP Fioneer has explicitly agreed in advance to reimburse the Supplier in the respective SOW or the respective PO if an SOW was not created.

For the avoidance of doubt, there is never a reimbursement of travel-related expenses by SAP Fioneer if the parties have agreed to rates in the SOW (or purchase order) which refer to "all inclusive" rates and/or specific "per diem" (lump sum agreed to travel expenses) rates.

Anything to the contrary notwithstanding, Suppliers are explicitly prohibited from incurring any expenses on behalf of SAP Fioneer employees and are not allowed to seek reimbursement from SAP Fioneer of any business travel expenses (including meal-related expenses) generated by or from SAP Fioneer employees. SAP Fioneer has its own internal employee travel reimbursement and employee code of conduct policies ("SAP Fioneer Employee Policies"). Supplier

acknowledges that in seeking any reimbursement of SAP Fioneer employee related expenses, the SAP Fioneer' Employee Policies as well as this Travel Policy would be infringed. Supplier agrees that such infringement by Supplier will be considered a Supplier gross misconduct and grounds for SAP Fioneer to terminate for cause Supplier's SOW and/or any purchase orders to provide services to SAP Fioneer.

### **3. SUPPLIER RESPONSIBILITIES**

- a. Suppliers are responsible for complying with this Travel Policy and all the details herein.
- b. Suppliers are responsible for obtaining SAP Fioneer's prior written approval for any travel expenses for which reimbursement will be sought from SAP Fioneer as further detailed in this Travel Policy.
- c. Regardless of any SAP Fioneer business direction, SAP Fioneer will reimburse Suppliers only for business related expenses while travelling on authorized SAP Fioneer business according to expense types reimbursable defined in Section 10 of this Travel Policy or as otherwise specifically authorized and documented in accordance with the exception handling under Section 12.

### **4. SAP FIONEER BUSINESS TRIP**

Reimbursable expenses under this Travel Policy are limited to business travel expenses incurred during an SAP Fioneer Business Trip. All other expenses of Supplier are considered personal expenses or otherwise not reimbursable.

Business trips are journeys to locations other than the Suppliers' regular place of work and home that fulfill a business purpose. Under this Travel Policy, an SAP Fioneer Business Trip is a business trip made by Supplier and/or Supplier Personnel to the extent and such portion which is exclusively required and dedicated to provide services to SAP Fioneer ("SAP Fioneer Business Trips").

Generally, SAP Fioneer Business Trips may be considered door to door (Supplier destination to SAP Fioneer destination and return). If travelers from Suppliers set out on a business trip from home, the trip begins as soon as the traveler leaves the house. If travelers from Suppliers set out on a business trip from work, the trip begins as soon as the traveler leaves the company's premises. This rule only applies if not otherwise defined in an SOW or MSA.

### **5. AIR TRAVEL**

- a. When air travel is justified and has been preapproved, the standard class for flights is coach class/economy class. Booking the lowest possible airfare indicated by the utilized booking channel is mandatory.
- b. Participation in Travel Industry Bonus Programs (e.g. Frequent Flyer Programs or similar) must NOT influence flight selection in any manner that would result in incremental cost to SAP Fioneer beyond the lowest possible airfare or other reimbursable cost/expense as indicated in this Travel Policy.

### **6. HOTEL / LODGING**

For all hotel reimbursements, the lowest possible rate for a standard room category at a 3-star / 4-diamond hotel applies. Supplier's travelers may accept room upgrades to a higher room category only if the upgrade is at no additional cost to SAP Fioneer.

Participation in Travel Industry Bonus Programs (e.g. Frequent Guest Programs or similar) must NOT influence hotel selection, which would result in incremental cost beyond the lowest possible rate.

### **7. CARS**

#### **a. Car Rental**

SAP Fioneer will reimburse Suppliers only for Compact Car Category for all car rentals. Full-Size Category will be reimbursed only when three or more Supplier individuals are traveling together. Upgrades can only be obtained at no cost to SAP Fioneer.

Suppliers have to refuel all rented cars prior to returning the vehicle in order to avoid any related additional fees. In case this will not be obeyed, the Supplier will not be reimbursed for these additional fees by SAP Pioneer.

- Supplier assumes the responsibility of all parking and traffic fines.
- SAP Pioneer is not responsible for any damages to vehicles.

#### **b. Personal Auto Reimbursement**

In the event SAP Pioneer approves reimbursement of a personal automobile, the mileage reimbursement will be limited to Supplier Personnel's daily commute from the closer of their home or normal work location to their assignment SAP Pioneer Business Trip location. Any other mileage is considered personal in nature and not eligible for reimbursement. Mileage will be reimbursed at the current rate mentioned in the Appendix [Mileage Reimbursement](#) unless otherwise indicated.

- Supplier assumes the responsibility of all parking and traffic fines.
- SAP Pioneer is not responsible for any damages to personal vehicles.

### **8. OTHER TRANSPORTATION**

SAP Pioneer will reimburse Suppliers for rail travel in 2<sup>nd</sup> Class / Coach Class. Rail travel should be chosen when in considering the total travel cost of the SAP Pioneer Business Trip (door to door) and it is the least expensive form of travel. Cost efficient rail travel should also be used when:

- a. it is less expensive than air travel and does not substantially increase the total travel time of the SAP Pioneer Business Trip OR
- b. it is substantially timelier than driving by car.

### **9. MEALS**

SAP Pioneer will reimburse a per diem equivalent to the amount allowed by German tax laws as if the SAP Pioneer Business Trip would be between Germany and the destination of the SAP Pioneer Business Trip.

### **10. REIMBURSABLE EXPENSES**

Only the following expense types can be considered for reimbursement under this Travel Policy. Any exceptions are Supplier responsibilities to ensure they are handled in accordance with Section [12](#).

- a. Airfare and surface transportation
- b. Car rental or Personal Automobile Reimbursement
- c. Gratuities / tips (but only if reasonable and customary in the location)
- d. Hotel / lodging
- e. Cancellation fees, only if cancellation was caused by SAP Pioneer or at SAP Pioneer's discretion
- f. Personal Meal Expenses
- f. Parking Fees
- g. Other fees/costs authorized under this Travel Policy

### **11. EXPENSE REIMBURSEMENT**

Suppliers must comply with all expense reimbursement details noted in this Travel Policy. Additional reimbursement procedure details may be included in the relevant SOW or PO (for example: specific invoice or billing instructions). It is Supplier's responsibility to provide original, conforming details and receipts in line with the expense reimbursement requirements to be reimbursed.

### **12. EXTRAORDINARY EXPENSE EXCEPTIONS**

All exceptions and deviations from this Travel Policy including any expense types not listed in Section [10](#), regardless of alleged direction of SAP Pioneer business owners or other approval, will be considered "Extraordinary Expense Exceptions" and will only be considered by SAP Pioneer

for reimbursement if Supplier ensures they are specifically approved in advance in writing by SAP Fioneer with Supplier obtaining and presenting all required documentation. For the avoidance of doubt, there will be no partial expense reimbursements for expenses incurred not in line with this Travel Policy. Failure of Supplier to complete every protocol and documentation requirements as to Extraordinary Expense Exceptions in advance of incurring any such expenses will cause SAP Fioneer to reject and not be liable for reimbursement of such Extraordinary Expenses Exceptions regardless of any alleged SAP Fioneer business direction or approval.

Extraordinary Expense Exceptions Advance Approval and Documentation required:  
Specific written approval in advance (prior to the occurrence of such expense/trip) which notes in such written approval as evidenced in the SOW (or PO where applicable) or signed amendment the following: clear acknowledgement from both authorized Supplier representative and the authorized SAP Fioneer approver that both understand the expenses being approved by them are Extraordinary Expense Exceptions and not normally authorized under this Travel Policy and will be subject to extraordinary SAP Fioneer review/scrutiny; and detailed explanation justifying why the Extraordinary Expense Exceptions area being approved for reimbursement; and

Authorized SAP Fioneer approver of Extraordinary Expense Exceptions must be authorized SAP Fioneer Line of Business Owner (L1) and cost center owner of the Extraordinary Expense Exceptions.

### **13. TRAVEL POLICY UPDATES**

This Travel Policy may be updated from time to time at SAP Fioneer sole discretion without further notice to Suppliers and such current version will apply to any travel expense reimbursements authorized by SAP Fioneer at the time of the issuance of the respective SOW (or Purchase Order when no SOW is applicable). Upon Supplier's request, the applicable version can be provided in writing by SAP Fioneer.

### APPENDIX MILEAGE REIMBURSEMENT

Country	Rate	Currency
ARGENTINA	8.30	Argentina, Peso
AUSTRALIA	0.74	Australia, Dollar
AUSTRIA	0.42	Euro
BELGIUM	0.34	Euro
CANADA	0.50	Canada, Dollar
CHINA	1.00	China, Yuan Renminbi
COLOMBIA	1,605.00	Colombia, Peso
CZECH REPUBLIC	5.10	Czech Republic, Koruna
DENMARK	2.81	Denmark, Krone
EGYPT	0.80	Egypt, Pound
FINLAND	0.43	Euro
FRANCE	0.39	Euro
GERMANY	0.30	Euro
INDIA	4.50	India, Rupee
IRELAND	0.36	Euro
ITALY	0.40	Euro
KOREA, REPUBLIC OF	350.00	Korea (Republic), Won
MEXICO	2.50	Mexico, Peso
NETHERLANDS	0.19	Euro
NEW ZEALAND	0.77	New Zealand, Dollar
NORWAY	2.54	Norway, Krone
PERU	1.86	Peru, Sol
PHILIPPINES	9.00	Philippines, Peso
POLAND	0.68	Poland, Zloty
QATAR	0.80	Qatar, Rial
SAUDI ARABIA	0.80	Saudi Arabia, Riyal
SINGAPORE	0.70	Singapore, Dollar
SPAIN	0.19	Euro
SWEDEN	3.70	Sweden, Krona
SWITZERLAND	0.70	Switzerland, Franc
TAIWAN	10.00	Taiwan, New Taiwan Dollar
THAILAND	8.00	Thailand, Baht
UNITED ARAB EMIRATES	0.80	UAE, Dirham
UNITED KINGDOM	0.45	UK, Pound Sterling
UNITED STATES	0.56	US, Dollar
VENEZUELA	3.58	Venezuela, Bolívar

