



Waters

Business Travel and Expense Policy

THE SCIENCE OF WHAT'S POSSIBLE.™

1. PURPOSE:

- a. The purpose of this policy is to outline the procedures to reimburse employees for all business travel and other expenditures, incurred wholly and exclusively by employees in the performance of the duties of their employment.
- b. To ensure business travel will be as comfortable as possible and in line with economic realities, while recognizing duty of care to the employee.
- c. To ensure reimbursement will be sufficient to provide a standard of quality acceptable for the effective conduct of corporate business.
- d. This policy does not form part of any employee's contract of employment or otherwise have contractual effect. Waters reserves the right to amend, withdraw or replace it at any time.

2. SCOPE:

- a. The scope of this policy is ALL EMPLOYEES who are traveling on business and/or submitting claims for business expense reimbursement.
- b. The terms of this policy remain subject to all applicable local laws and requirements, which supersede in the event of any inconsistency.

3. RESPONSIBILITIES:

- a. **Policy Owner** - Chief Financial Officer
 - i. To review this policy, approve amendments, and promote compliance.
 - ii. To socialise with key Executive Committee members and ensure support.
- b. **Policy Administrator** - Director of Finance Global Process & Shared Services
 - i. To maintain the policy and coordinate amendments in compliance with local legislation.
 - ii. To seek approval from the policy owner and ensure publication to all employees.
- c. **Manager/Supervisor/Team Leader**
 - i. To ensure all team members have read and completed attestation of this policy before any business travel is undertaken.
 - ii. To review and approve claims for reimbursement in compliance with this policy.
 - iii. To assign an appropriate delegate to approve reimbursement claims for periods of absence.
- d. **Employees**
 - i. To read and attest to understanding this policy before any business travel is undertaken.
 - ii. To ensure claims for reimbursement are in compliance with this policy.

- iii. To book all travel reservations through the CONCUR Travel Management System.
- iv. To claim expense reimbursements through the CONCUR Travel Management System and include supporting documents where required.
- v. Employees should submit expense claims with required supporting documentation once a week (Field Employees) or per trip, no later than 30 days from the end of the trip.
- vi. Notify the card provider and your assigned Waters card administrator as soon as possible (must be within 24 hours) after discovery of any fraudulent or unauthorized use or loss/theft of your corporate card. Equally if a Waters card administrator identifies any misuse or fraud, the card provider will be notified within 24 hours of discovery.

e. Finance Administration

- i. To process expense claims through Accounts Payable and settle payments weekly.

Violation of any provision of this policy (including but not limited to a violation relating to the use of a corporate card, false or inflated reimbursement claims, any other act of fraud or dishonesty, or any breach of the Global Code of Business Conduct and Ethics Policy or Global Anti-Bribery and Anti-Corruption Policy) will be considered a serious violation of company rules, and may subject any or all involved parties to disciplinary action up to and including termination of employment. HR Operations Advisors will be informed and consulted for non-compliance. (Ref. [Global Code of Business Conduct & Ethics \(English Assignees\)](#) and [Global Anti-Bribery & Anti-Corruption Compliance Policy \(English Assignees\)](#))

consult directly with your Waters Legal Business Partner or Corporate Legal and proceed with the superseding law(s) if deemed necessary.

4. CORPORATE CARD

- a. Application for a Corporate Card is mandatory for all employees who will incur business expenses.
- b. The card must be used for all business expenses and MUST not be used for personal purchases.
- c. The Corporate Card will be issued free of charge to qualifying employees and employees will be reimbursed for any annual government levy associated with this card.
- d. Cash advances are not permitted from the Corporate Card.
- e. Corporate Cards will be set up as "Individual Bill/Company Pay", where possible. Employees are responsible for all expenditures incurred. The company will pay the amount submitted and approved for reimbursement directly to the card provider, where possible. Deviation from this process will only apply where local law prevails and will be managed locally.
- f. Late payment fees are the responsibility of the individual card holder and should be settled directly with the card provider. These fees will continue to accrue until the employee has submitted an approved expense claim for reimbursement. Interest and/or late payment fees will not be reimbursed. Deviation from this process will only apply where local law prevails and will be managed locally.

5. TRAVEL ASSISTANCE

- a. Emergency medical, travel, and personal security assistance is available 24 hours a day anywhere in the world through United Healthcare Global Assistance. This assistance is available for all business travel outside your home country, as well as, leisure travel outside your home country. Leisure travel outside your home country applies only for a maximum of 14 days on either side of the business trip.
- b. Employees can access country specific health and security information by logging in to the UnitedHealthcare Global Assistance Member Center. To create an account, employees should complete the following steps.
 - o Go to <https://members.uhglobal.com>.
 - o Select Create User.
 - o Under Policy Number, enter 350771, which is the UnitedHealthcare Global Assistance ID Number.
 - o Create a unique username and password and accept the User Agreement.
 - o Click Register Now, complete final information, and click Finish.
- c. When traveling outside your home country, employees should carry their United Healthcare Global Assistance ID card. There is also a link to the program on the CONCUR travel management system homepage.
- d. For additional program information, please contact your Human Resources Operations Advisor.
- e. Vaccinations required for business trips will be reimbursed.

6. TRAVEL ARRANGEMENTS

- a. All employees must use the CONCUR Travel Management System to book air, rail, ferry, hotel, car rental and ground transportation (where possible).
- b. Pre trip approval is required for International trips that fall outside an individual's normal daily routine. The approval process will be managed through the CONCUR Travel Management System. Your itinerary will only be confirmed once your manager has approved the trip, where applicable.
- c. Expense reimbursement for travel incurred by a companion or family member is not allowed.
- d. When personal travel is combined with business travel, the employee will be reimbursed for the business portion only. Personal travel is defined as the employee leaving from or returning to their work site or home 24 hours or more in advance of, or after the required time of the business purpose.
- e. If a weekend stay is required away from home or usual place of work, only expenses in compliance with this policy will be reimbursed (i.e. Hotel, Meals, Car Hire).
- f. In the event it is necessary to change or cancel guaranteed reservations it is the responsibility of the employee to manage this through the CONCUR Travel Management System, or by contacting the provider directly, where necessary.
- g. Cancellation Policies will vary depending on providers and/or booking Terms & Conditions. It is the employee's responsibility to familiarize themselves with these conditions. Avoidable no-show or cancellation charges will not be reimbursed.

6.1. AIR/RAIL/FERRY TRAVEL

- a. Air, rail and ferry travel must be booked through the CONCUR Travel Management System, where possible.

- b. Travel will be restricted to coach/economy class fares or equivalent, subject to availability.
- c. Premium Economy or Business class may only be utilized in line with the "Flight Classes" grid attached. Business class fares may also be utilized for Vice Presidents and above. For functional meetings, seminars, trade shows, conferences and other group bookings, please refer to section 6.5
- d. The company does not purchase first class airline tickets. Upgrades will not be reimbursed.
- e. Travel must be booked at the earliest possible time prior to departure. A minimum of 14 days is recommended to reduce the cost of the ticket.
- f. Frequent Flyer programs must not influence travel arrangements. The lowest logical fare must be purchased to meet business requirements.
- g. It is the responsibility of the employee to ensure they are aware of individual airline check in procedures and baggage allowances. Additional charges imposed due to missed flights or excessive baggage will not be reimbursed. Excess baggage expenses for essential business travel items only are permitted.
- h. For baggage that has been delayed, misdirected, temporarily misplaced, or lost by the carrier, an employee shall be reimbursed for replacement of essential items for business travel. Claim submission will require supporting documentation from the carrier and receipts for replacement items. The employee is responsible for retrieving compensation for lost baggage with the carrier and/or agent where applicable.
- i. Each employee is responsible for the renewal of their own passport and to ensure they are in possession of the relevant travel documents or visas. Passport renewal and visa fees will be reimbursed where required for business purposes.
- j. Additional charges imposed due to missed flights relating to invalid passports or visas will not be reimbursed (except for family or medical emergencies).
- k. TSA precheck, security fast track, or equivalent programs will be reimbursed for frequent travelers, i.e. those who travel more than 4 times per month.
- l. The number of employees on the same flight must not exceed three (3) Senior Vice Presidents/Vice Presidents or eight (8) Non SVP/VP travelers. The Chief Financial Officer and the Chief Executive Officer must not travel on the same aircraft.

6.2. HOTEL

- a. Hotels must be booked through the CONCUR Travel Management System, where possible.
- b. Hotel reward programs must not influence travel arrangements. The lowest logical hotel must be purchased to meet business requirements.
- c. Airbnb is not an acceptable form of lodging and will not be reimbursed. These providers lack proper credentials and do not adequately support the corporate Duty of Care processes.
- d. Laundry/dry cleaning will only be reimbursed for travel more than (5) five consecutive nights away from home. Claims for laundry/dry cleaning will only be reimbursed for services during the travel period.
- e. Reasonable reimbursement of calls on a personal mobile phone while staying overnight are permitted.
- f. Wifi should be included in the overnight rate but in circumstances where it is charged separately, reasonable reimbursement is permitted.

- g. Other incidentals at hotels such as mini bar charges, hotel telephone, in-room movies and gift shop purchases are not reimbursable.

6.3. GROUND TRANSPORTATION

- a. Taxis should be used for local business transportation when cost effective. Providers such as Uber/Lyft (excluding luxury services) are allowed, but not preferred as these carriers lack proper credentials and do not adequately support the corporate Duty of Care processes. The employee is responsible to book and pay for all taxi fares. Taxis that accept credit cards are recommended.
- b. Car Rental when required, must be booked through the CONCUR Travel Management System and should be restricted to intermediate or below where possible.
- c. Airport parking when required, should be booked in advance where possible to minimize the cost.
- d. The most logical transport/parking option must be utilized (i.e. Long Term, Rail, Bus, Taxi, car rental and/or Transfer).
- e. Business use of a personal car will be reimbursed through the CONCUR Travel Management System in accordance with local government rates. Details of the start and end location must be entered in the system.
- f. Business mileage will be reimbursed for a company fleet car where a fuel card has not been provided. Rates have been set in accordance with local government guidelines, where applicable. Details of the start and end location must be entered in the system.
- g. There will be no reimbursement for commuting between home and office at any time.
- h. In situations where travel is required from home to another location and then to the employee's normal place of business, mileage claims will only be reimbursed for the incremental difference. It is the employee's responsibility to enter the correct mileage details/calculations in the CONCUR Travel Management System.
- i. Toll charges and parking charges will be reimbursed for business trips where applicable (if a "Toll Tag" has not been provided).
- j. Car wash will be reimbursed once per month for company fleet cars. Please see local management for country specific needs/variation.
- k. No fines for any traffic or parking violations will be reimburseable.

6.4. MEALS, DINNER MEETINGS AND ENTERTAINMENT

- a. Please see "Meal Limits" grid attached for limits per travel destination. Where applicable, Per Diem rates have been set in the system in accordance with local government guidelines.
- b. Breakfast: In addition to an overnight stay, breakfast will only be reimbursed if departing for a business trip before your normal business day start time. Details of the trip and the reason for early departure must be entered in the system.

- c. Lunch: Details of the trip and the reason for lunch reimbursement must be entered in the system. Deviation from this policy will only apply where local law prevails and will be managed locally. Alcohol will not be reimbursed.
- d. Dinner: For a one-day business trip, dinner will only be reimbursed if arriving home after 8:00PM. Details of the trip and the reason for the late return must be entered in the system. This will not be reimbursed if 8:00PM is your normal business day finish time.
- e. Many grocery stores offer readymade meals, salad bars and sandwich options that can be purchased at meal times. These items will be allowed as your meal, if applicable, but grocery shopping will not be reimbursed.
- f. Internal employee attendee meals: Is defined as a business-related meal or business meeting with more than one employee (no third parties) in attendance. All attendees, the date, venue and the reason for the business meeting must be noted on the claim.
- g. External/third party attendee meals: Is defined as a business-related meal or business meeting with anyone who is not an employee of the corporation (i.e. a third party). All attendees, the date, venue and the reason for the business meeting must be noted on the claim.
- h. The most senior employee must settle the bill and ensure the approver is not in attendance.
- i. We expect employees to be sensible in moderating alcohol consumption when involved in a business situation. Grocery store purchased alcohol will not be reimbursed.
- j. Please refer to the Global Anti-Bribery and Anti-Corruption Compliance Policy for details on allowable meals/entertainment/gifts to third parties.

6.5. TRADE SHOWS, BUSINESS MEETINGS, SEMINARS, DEMINARS ETC

- a. For any external event, trade show, etc the travel policy and limits will continue to apply.
- b. For offsite meetings and events, block bookings may have been made for hotel rooms, please contact the meeting coordinator for the process of booking and settling.
- c. Travel for these events may be subject to additional travel restrictions, please see local meetings policy documents for more information where applicable.
- d. Travel requests and bookings for conventions, trade shows, professional meetings, and seminars must be accompanied by additional available information in order to allow the meeting coordinators to take advantage of special promotional air fares and/or hotel accommodation rates.
- e. All necessary supplies required for business meetings should be purchased in advance via the local purchasing process. Additional essential business meeting supplies shall be reimbursed.

6.6. OTHERS

- a. Mobile telephones are a significant aid to efficient business communications. Corporate issued mobile telephones must be utilized for necessary business communications. All costs arising from their use are invoiced to and settled directly by the corporation.

- b. The employee is responsible to declare exceptional private calls/internet use and to reimburse the corporation by a deduction from an expense claim. Wifi should be selected when possible to ensure minimal roaming date charges.
- c. Home Broadband Internet/Phone Connections do not fall under the scope of this Business Travel and Expense Policy. Please contact your local HR Operations Advisor in relation to any grandfathered policies or processes. Deviation from this process will only apply where local law prevails and will be managed locally.
- d. Subscriptions to relevant industry or professional publications and relevant industry or professional bodies will be reimbursed.
- e. Bank charges for foreign exchange translations will be reimbursed for necessary business travel only.
- f. Travel adaptors required for business trips will be reimbursed.
- g. Reading material, suitcases, toiletries, clothes, etcetera will not be reimbursed.
- h. The below items should be dealt with through the local corporate purchase process or relevant Waters policy and will not be reimbursed through the CONCUR Travel Management System
 - i. All employee gifts are to be awarded via the IMPACT system
 - ii. Team events or team building activities
 - iii. Donations are dealt with through local HR policy
- i. Any items of expenditure that are not specifically mentioned in this policy are considered personal expenses and will not be reimbursed.

6.7. OUT OF POCKET

- a. All out of pocket expenses must be in compliance with this policy and should be minimal due to mandatory use of a corporate credit card.
- b. All out of pocket expense claims must be supported by an e-receipt/OCR capture in CONCUR Travel Management System.

APPENDIX

Category	Reimbursable Expense Types	Non-reimbursable Expense Types
Airfare	- Preferred carrier tickets booked on Concur or pre-approved non-preferred - Incremental cost difference for required itinerary changes - Visa application fees and Passport fees - TSA pre-check, Global Entry, CLEAR, Nexus, SENTRI, or the similar airport security programs (EasyPass, Registered Traveller Program, or Privium/FLUX, Smart Entry Service, APEC (only available for frequent travelers (4+ trips per month continuously))	- Unapproved non-preferred carrier tickets or third party booking (off Concur platform) - Airline upgrade fees - Membership or dub dues - Lounge access

Hotels	- Preferred vendor accommodations booked on Concur or pre-approved non-preferred Room service replacing an individual meal(s) - Dry cleaning and laundry services after 5 consecutive nights. - Health club expenses up to \$15 per day or equivalent in local currency	- Unapproved non-preferred vendor accommodations or third party bookings (off Concur platform) - No show fees - Room services (entertainment, mini bar, telephone) - Membership or dub dues - Dry cleaning and laundry services for less than 5 business days or upon return home from trip
Meals	- Individual meal limits apply - Internal business meals should only include Waters employees and should adhere to guidelines - External business meals include third parties and should adhere to guidelines - Grocery store purchases - pre-made meals only and must include itemized receipt	- Amounts over the individual meal limits for internal and external meals without proper support of attendees and/or excessive amounts over the guidelines - Grocery store purchases (including alcohol)
Ground Transportation	- Auto rentals for intermediate size and below - Fuel charges - Parking and toll charges - Mileage for business portion of travel only - Car washes (company/fleet car only and limited to once per month)	- Rental car upgrades - Rental car refuelling fees - Upgrade fees or premium services (UberLux, UberPremium, UberRush, UberBlack, Lyft Lux, Lyft Black and Black XL) - Parking tickets or fines - No show fees - Car washes (rental or personal) - Repair charges due to an accident on personal vehicle - Membership or dub dues
Other	- Currency conversion fees, - Dues, publications, or subscriptions only relevant to nature of business or profession with prior manager approval - Seminar, training, tradeshow fees with manager pre-approval - Office supplies / travel accessories in emergency cases only - Postage - Tips - Personal credit charge card purchases where Corporate card is not accepted - Vaccinations or medicine required by traveler to specific country	- Expenses for travel incurred by non-Waters companions including friends and family members, expenses for personal or vacation days - Delinquency fees and interest - Damaged, lost or theft of personal funds and property - Membership or dub dues - Personal expenses for health, clothing, entertainment, or leisure activities - All non-business related, unexplainable, or unsupported expenses - Gifts – internal or external

MEAL LIMITS

Country	Currency	IND Breakfast	IND Lunch	IND Dinner	Internal Meeting Breakfast	Internal Meeting Lunch	Internal Meeting Dinner	External Meeting (includes entertainment)
Australia	AUD	30	50	70	30	57	92	70
Austria	EUR	20	30	50	20	35	57	90
Belgium	EUR	15	25	45	15	29	57	90
Brazil	BRL	30	100	150	30	115	173	150
Canada	CAD	30	45	80	30	52	92	130
China	CNY	90	120	160	90	118	184	335
Czech Republic	CZK	330	470	835	330	541	960	2,520
Denmark	DKK	165	215	470	165	247	541	655
Dubai	AED	130	140	275	130	161	316	365
Finland	EUR	20	30	40	20	35	46	90
France	EUR	25	30	50	25	35	57	90
Germany	EUR	15	20	45	15	29	57	90
Hong Kong	HKD	100	150	200	100	173	270	785
Hungary	HUF	6,500	6,500	10,000	6,500	7,500	11,500	20,000
India	INR	750	1,200	1,800	750	1,380	2,070	3,500
Ireland	EUR	25	35	55	25	40	68	90
Israel	NIS	84	126	189	84	144	217	350
Italy	EUR	25	30	50	25	35	57	90
Japan	JPY	2,500	3,500	6,000	2,500	4,025	6,900	10,000
Korea	KRW	15,000	25,000	50,000	15,000	30,000	60,000	60,000
Malaysia	MYR	30	40	50	30	46	57	205
Mexico	MXP	200	400	400	200	460	460	500
Netherlands	EUR	15	20	40	15	29	57	90
Norway	NOK	210	285	495	210	339	589	855
Poland	PLN	79	113	183	79	130	210	380
Portugal	EUR	25	30	50	25	35	57	90
Romania	RON	60	85	125	60	98	144	415
Russia	RUB	1,170	1,670	2,730	1,170	1,920	3,139	6,575
Singapore	SGD	30	80	100	30	92	115	135
Spain	EUR	25	30	50	25	35	57	90
Sweden	SEK	240	345	490	240	397	584	925
Switzerland	CHF	20	40	60	20	45	80	100
Taiwan	NTD	400	550	800	400	633	970	1,540
United Kingdom	GBP	20	20	35	20	23	40	75
USA	USD	25	35	60	25	40	68	100
Puerto Rico	USD	20	25	50	20	29	57	50

Region	West Europe	East Europe	Middle East	South Africa	India	AsiaPac	Southeast Asia (SEA)	Australia	West NA	Central NA	East NA	Brazil
West Europe	Coach	Coach	Coach	Business	Business	Business	Business	Business	Econ Plus	Econ Plus	Coach	Business
East Europe	Coach	Coach	Coach	Business	Business	Business	Business	Business	Business	Business	Econ Plus	Business
Middle East	Coach	Coach	Coach	Econ Plus	Econ Plus	Business	Business	Business	Business	Business	Business	Business
South Africa	Business	Business	Econ Plus	Coach	Business	Business	Econ Plus	Business	Business	Business	Business	Econ Plus
India	Business	Business	Econ Plus	Business	Coach	Business	Coach	Business	Business	Business	Business	Business
AsiaPac	Business	Business	Business	Business	Business	Coach	Coach	Econ Plus	Econ Plus	Business	Business	Business
Southeast Asia (SEA)	Business	Business	Business	Business	Coach	Coach	Coach	Coach	Business	Business	Business	Business
Australia	Business	Business	Business	Business	Business	Econ Plus	Coach	Coach	Business	Business	Business	Business
West NA (Includes Mexico)	Econ Plus	Business	Business	Business	Business	Econ Plus	Business	Business	Coach	Coach	Coach	Business
Central NA	Econ Plus	Business	Business	Business	Business	Business	Business	Business	Coach	Coach	Coach	Econ Plus
East NA	Coach	Econ Plus	Business	Business	Business	Business	Business	Business	Coach	Coach	Coach	Business
Brazil	Business	Business	Business	Econ Plus	Business	Business	Business	Business	Business	Econ Plus	Business	Coach
Example:		Romania Hungary	Israel Turkey Saudi Arabia			China Japan Korea	Singapore SEA		San Francisco Mexico	Chicago Dallas	Boston Denver	