



Expense Policy

Introduction

Our Employee Expense Policy outlines how we'll compensate employees for work-related expenses. We'll define "work-related expenses" and set a procedure to authorize expenditure. This policy applies to all our employees that need to spend money for work-related activities. Any pay queries should be raised with your manager.

Definition

Employee expenses fall under two categories:

- » Expenses that are paid directly by our company on behalf of employees.
- » Expenses that are paid by our employees and are reimbursable.

We'll reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.

Travel Expenses

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly compensated include:

- » Accommodation, legal document expenses (e.g. Visa)
- » Air, car, train, ship, or other transportation fares
- » Necessary medical expenses (e.g. vaccinations)
- » Local transportation during trips (taxi fares, rental cars etc.)
- » Other minor or per diem expenses that have been approved by an employee's manager (e.g. meals, business material)

Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended. Mileage amounts must be verifiable through the use of commercially available websites (ex. Google Maps) using the "shortest route" option.

Mileage Rate will be calculated at €0.39 per km for journeys under 50km. For journeys longer than 50km mileage rate will be calculated at €0.19 per km.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided. Employees must document their travel on the Mileage Reimbursement Form (Appendix 2).

Minimising Expenses

We want to avoid overspending or unnecessary costs. We may contract with hotels and agencies to get the best possible prices. We'll also aim for the cheapest option when we can. For example, we prefer booking plane tickets in economy class, unless there is reason for upgraded travel.

Non-reimbursable expenses

We will not reimburse the following:

- » Expenses incurred by spouses or other non-employees who accompany our employees on their travels]
- » Un-authorized service upgrade (e.g., business class or hotel rooms)



- Personal services (massages, beauty treatments etc.)
- Personal purchases (gifts, clothes etc.)

This list is not exhaustive. Please ask your manager or HR about reimbursable expenses before you go on a business trip.

Procedure

When you go on work-related trips, your manager or HR will typically arrange for most of your accommodation and transportation costs and document these expenses.

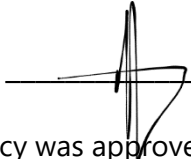
- When travelling within the country of Ireland SLI will pay €25 per diem for meals and incidental expenses.
- When travelling outside the country SLI will pay €50 per diem for overnight stays for meals and incidental expenses.¹

When you incur work-related expenses outside of the above your manager or HR are responsible for approving reimbursement claims. You must document any expenses and submit your reimbursement claim. If your manager approves your expenses, you will receive your reimbursement within two pay periods by electronic transfer. When you incur work-related expenses outside of the above, you should:

- Ask for your manager's approval.
- Please fill in and submit the reimbursement form (See Appendix 1).
- Document any expenses that our company hasn't directly arranged for (e.g. taxi fares.) Please ask for bills and receipts whenever you can.
- Please submit receipts and bills along with the reimbursement form within one month.

We'll investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, we may take disciplinary action.

The Expense Reimbursement Policy will be reviewed in June 2025, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed:  (John Hawkes, SLI Board Chair)

This policy was approved by SLI's Management Committee, June 2023.

Appendix 1

Expense Reimbursement Form

Employee Name: _____

Employee ID: _____

Itemised Expenses

¹ This is based on these monetary amounts being below the established per diem budget line from the European Commission. When travelling in more expensive countries this rate will be adjusted accordingly. [Per diem rates \(europa.eu\)](https://ec.europa.eu/economy_finance/per-diem-rates)

