



Third Party Travel & Expense Guidelines

This guideline applies to all consultants, contractors, and third parties (“Third Parties”) engaged by Indivior plc and its subsidiaries (“Indivior”) where Indivior will pay the cost of reasonable and necessary travel and expenses.

In keeping with Indivior’s Guiding Principles of **Honesty and Integrity**, and to ensure that Indivior resources are used to **Focus on Patient’s Needs**, Third Parties are expected to exercise good judgment when utilizing Indivior funds. Any reimbursement by Indivior is subject to contractual limitations.

In line with Indivior’s Environmental Management Policy, Third Parties should consider telecommunication options, such as virtual meetings, in place of business travel where possible.

This guideline does not override statutory law and should at no time compromise traveler safety. Statutory laws may prohibit the inclusion of certain expenditures allowed under this guideline or exclusion of certain expenditures precluded by this guideline. In those circumstances, statutory law shall prevail.

	Reimbursable Expenses	Non-Reimbursable Expenses
Air Travel	<ul style="list-style-type: none"> • Actual cost of the flight including all applicable taxes • Baggage fees and flight change fees incurred for business reasons or due to illness/unavoidable circumstances • Booking fees assessed by Indivior designated travel agency • Lounge Fee – in limited business needs circumstances • For <u>frequent</u> Indivior business travelers - TSA PreCheck or Global Entry 	<ul style="list-style-type: none"> • First or business-class airfare for short haul flights • Airline upgrades, priority boarding • Airline movies and headsets • Clear or other traveler programs
Car Rental	<ul style="list-style-type: none"> • Actual charges for car rental, including all applicable taxes • Fuel charges (car rentals only) • Car rental insurance , only as required per this policy 	<ul style="list-style-type: none"> • Car cleaning expenses • Fines / penalties and towing fees for traffic or parking violations • Car rental insurance, where it should be declined per this policy • Satellite radio • GPS
Car Service	<ul style="list-style-type: none"> • Taxi fare/shuttle services • Ride share programs (upgrade programs such as “Uber Black” should only be used when necessary) 	<ul style="list-style-type: none"> • Limo service, except as authorized by an EC member

	Reimbursable Expenses	Non-Reimbursable Expenses
Ground Transportation	<ul style="list-style-type: none"> • Parking costs • Highway/toll fees • Cost of tickets for trains, rail, and other public transportation • Mileage reimbursement at current local statutory rate for personal cars used as allowed by this policy. 	<ul style="list-style-type: none"> • Mileage reimbursement for travel to/from place of residence and normal work location • Accidents, repairs, maintenance, and insurance on personal cars • Train fines for inappropriate or missing tickets
Hotel / Lodging	<ul style="list-style-type: none"> • Actual charges for hotel room, including all applicable taxes • Reasonable tips for service assistance • Laundry costs incurred during a business trip that exceeds five (5) consecutive business days 	<ul style="list-style-type: none"> • Hotel room upgrades • In-room movies • “No show” charges incurred when hotel reservation is not cancelled for avoidable reasons • Mini bar charges for alcohol
Meals & Entertainment	<ul style="list-style-type: none"> • Personal travel meals (up to per diem rate in region-specific guidelines, if defined) 	<ul style="list-style-type: none"> • Entertainment (Nightclubs, golf, tennis, theatre, movie, spectator events), unless for a pre-approved Indivior team-building activity
Other Travel	<ul style="list-style-type: none"> • Passport issuance or renewal fees, if needed for upcoming business travel • Visa fees directly related to authorized business travel • Currency exchange charges • Immunizations required for travel (if not reimbursable by medical coverage) • Internet connectivity for business use in hotel, airport, or another public place 	<ul style="list-style-type: none"> • Fees for participating in frequent travel programs • Travel insurance • Family expenses on business trips • Theft or loss of personal funds or belongings • Personal toiletries, clothing, etc. • Souvenirs and personal gifts