

SUPPLIER TRAVEL AND EXPENSE REIMBURSEMENT POLICY

This Supplier Travel and Expense Reimbursement Policy ("Policy"), as amended from time to time, forms part of the agreement ("Agreement") entered into between the Clarivate entity identified in the Agreement ("Clarivate") and the supplier corporate entity identified in the Agreement ("Company"). Company agrees to comply with this Policy in order to be reimbursed for its travel and other expenses that were actually incurred by Company and are eligible for reimbursement under this Policy.

Company acknowledges and agrees that only those expenses that are preapproved by Clarivate and incurred in compliance with this Policy qualify for reimbursement. Unless otherwise agreed by Company and Clarivate, Company shall not incur expenses that exceed 15% of the related fees agreed by the parties. All items specified as non-reimbursable or not addressed in this Policy are considered to be personal in nature and therefore not reimbursable.

NON-REIMBURSABLE EXPENSES

- Upgrade charges
- Travel on charter or private aircraft
- In-flight entertainment, such as paid movies, music, etc.
- Travel expenses for families, friends or companions
- Membership fees, such as airline club, airport lounge, country club, etc.
- Personal items, such as clothing purchases and rentals, luggage, prescriptions, reading materials, etc.
- Lost, stolen or damaged personal property
- Personal travel insurance
- Sightseeing expenses
- Child and/or pet care
- Credit card late fees
- Rewards fees
- Recreational services, such as spa, golfing, massages, etc.
- Expedited airport security passes, including but not limited to TSA pre-check, Global Entry, Fasttrack or Clear

REPORTING PROCESS

All reimbursable expenses paid directly by Company must be reported by Company and submitted with its invoices. All expenses will be reviewed by Clarivate to ensure they adhere to this Policy and Agreement. Company will provide Clarivate with actual receipts of the expenses that shows the time, location and actual amount paid of the transaction.

Acceptable receipts include: the original receipt or invoice, a photocopy of the receipt or invoice, or an electronic copy of a receipt or invoice.

Examples of unacceptable receipts: cancelled checks, copies of bank or credit card statements, or anything that does not have the uniquely identifying characteristics of acceptable receipts.

Important – It is imperative that expenses are submitted timely. Expenses greater than 120-days from the date of receipt will not be reimbursable to Company. There are no exceptions to this rule.