



TRAVEL & EXPENSE POLICY

1 Purpose:

This document ensures that employee travel is consistent with the business objectives of the Amplia Therapeutics Limited (the Company). It also ensures fair and equitable treatment of employees by defining procedures for authorised business travel and guidelines for expense reimbursement.

2 Overview:

A balance must be sought when travelling on the Company's business reflecting the Company's need for cost effectiveness and the employee's need for quality services and support. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with it, will be authorised only in circumstances which are clearly consistent with the needs of the company. It will be the responsibility of the Chief Executive Officer (CEO) to ensure that all employee travel is justified and that reimbursement is made only for actual, reasonable business expenses in connection with authorised travel as defined in this document. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception justification approved by the CEO, or Chairman in the case of a claim by the CEO. Expense reports must be submitted within two months of being incurred.

3 Implementation & Responsibility:

CEO's and Chairman's Responsibilities:

1. The CEO and Chairman should know current travel policy and procedures.
2. The CEO should inform staff of company policy and procedures and ensure compliance.
3. Determine that travel is really necessary.
4. Approve expenses in accordance with this policy and ensure timely reimbursement.

Employee's Responsibility:

5. Plan and seek approval for travel as early as possible in order to reduce the costs of travel by obtaining lower cost advance purchase fares and bookings.
6. Incur only expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures.
7. Submit expense claims as outlined in the expense section of this policy, on a timely basis (within two months).

4 Travel Authorization & Approval:

Upon determination that a trip is necessary, all employees must obtain authorization from the CEO as early as possible. Travel approval should be recorded in an email from the CEO to the employee. Travel by directors at the expense of the Company, other than travel to board meetings or company events, must be approved by the Chair. Travel by the Chair must be approved of the Chair of the Audit and Risk Committee. No travel should be booked until it is authorised.

5 Air Travel:

1. Air travel will be via the most direct and economical means, accommodating the comfort, needs and preferences of the employee. Deviations from this policy must have CEO/Chairman approval.
2. Use of "Non-Refundable" airfares is recommended. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must change or the trip is cancelled, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.
3. Where ever possible, the CEO and CSO should not fly together.
4. Employees may fly Premium Economy class on international flights exceeding six hours in duration.
5. Business class travel is not permitted unless a business class upgrade can be paid for by the employee's own frequent flyer points.
6. Employees may retain all benefits from frequent flyer club memberships. All dues for such clubs must be paid by employee.
7. Employee choosing to use personal modes of travel between cities serviced by regularly scheduled airlines, will be reimbursed based on least expensive airfare or actual expenses, whichever is less.

6 Car Rental:

1. When a rental car is necessary, use a reputable rental company.
2. The Company corporate travel insurance package covers employees while travelling and includes cover for the excess that is included in standard car rental agreements. Accordingly employees can decline any optional insurance offered by the rental company to cover the standard excess.
3. Employees can request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with CEO or Chairman approval as appropriate. Luxury, premium and specialty car rentals will be reimbursed only at the intermediate car rate.
4. Wherever possible employees must refill fuel prior to returning rental car for drop off.

7 Personal Vehicle Use Reimbursement:

1. Employees are only authorised to use his/her vehicle if they have both a valid driver's license and current comprehensive insurance, including liability. If not, the employee is not authorised to travel for the company in their vehicle.
2. When an employee uses his/her personal vehicle on approved company business, the company will pay the published ATO mileage rate for expenditure incurred for the business use of a motor vehicle. In Australia, this is currently \$0.72 per kilometre (from 1 July 2020). Company will also reimburse all actual auto tolls and parking fees, with a receipt.
3. Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.
4. In order to receive reimbursement for mileage, the employee must complete an expense claim specifying purpose of trip, point of origin, destination, time of trip and number of kilometres travelled.
5. The employee assumes the responsibility for all parking and traffic fines.

8 Lodging:

- 1 All company authorised accommodation must meet with industry accepted business travel standards with reference to comfort, convenience and cost. Holiday Inn, Travelodge, Copthorne/Kingsgate or other 3 to 3.5 star type overnight accommodation have been set as an acceptable standard for all company employees. If an employee can access a higher standard of accommodation but at the same rate that 3 or 3.5 star accommodation was available in the same locality on the same day, for example by accessing a Wotif or Expedia 'mystery deal', they may do so
- 2 When accommodation has been booked via a travel agency, on checking in the employee is responsible for confirming that the rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the travel agency.
4. All hotel reservations will be guaranteed by the employee's personal credit card. It is the employee's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. This can be done by contacting the travel agency or the hotel directly. You must obtain a cancellation number when cancelling a hotel reservation. The company will not reimburse hotel "no-show" fees, unless approved by the CEO or Chairman due to a valid reason being presented.

9 Meals and Entertainment:

1. Actual, reasonable, and necessary costs for food and beverages will be reimbursed. Reimbursement may include a gratuity of up to fifteen (15%) percent of the bill, before sales tax. Receipts are required for all meals.
2. Entertainment expenses in excess of \$100 are reimbursable only with CEO or Chairman's approval, and must meet the following conditions:
 - a. The entertainment must be justified in terms of the party being entertained having a valuable, or potentially valuable, relationship with the Company which warrants occasional special recognition.
 - b. The entertainment expense is fully receipted (original receipts required).
 - c. The person(s) entertained, the place and the purpose of the entertainment must be clearly specified.
 - d. Gratuities, where expected, should not exceed 15%.
 - e. Non-reimbursable expenses include, but are not limited to: airline club dues, rental car club membership fees, in-room movies, fines for traffic violations, insurance on life or personal property while travelling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip unless previously agreed by the CEO or Chairman.

10 Laundry Service:

Actual and reasonable laundry expenses will be reimbursed. Receipts must be provided. This applies only after the employee has been away from home for five (5) consecutive days, or if the trip has been unexpectedly extended.

11 Mobile Phone Roaming:

Employees are expected to minimise international mobile phone and data roaming costs by arranging an appropriate roaming package with their AU provider before travelling or alternatively, purchasing a prepaid voice/data package on arrival at the international destination.

12 Paying and claiming expense:

The following conditions apply:

1. The CEO is able to use the company credit card to pay for expenses within the provisions of this Policy and the Delegations Policy.
2. If an expense is incurred for a number of staff then payment should be made by the most senior person present.
3. Where the CEO is not present, all expenses will be paid by the employee using cash or their personal credit/debit card(s) and the responsibility for paying the balance due on such card(s) will at all times remain with the employee.

4. Actual and reasonable expenses will be reimbursed in accordance with the provisions of this policy and procedure. The Company may consider advancing a sum to the employee prior to travel so that the employee can pre-load their credit card prior to departure if the expected costs to be incurred are significant.
5. Employees should, where possible, submit expense claims on the approved form within a fortnight of completing travelling and/or incurring expenses. Preparing and submitting claims in respect of overseas travel can be delayed until such time as credit card statements become available to the employee. Failure to submit expense reports within two months, may disqualify the employee from receiving reimbursement for any expenses claimed.
6. Include the following items in, or attached to, the expense report when submitting it for payment:
 - a. Original or carbon copies of receipts for meal, lodging, air or ground transportation, tolls, fuel, and any other business expenses.
 - b. Explanation of any deviation from policy and/or lack of receipt for any expenditure item. The CEO will determine whether any such explanations are acceptable and whether or not the expenditure item will be reimbursed.
7. International Travel Expenses
 - a. Complete the expense claim in AU\$.
 - b. For expenses paid by credit card, use the AU\$ amount charged to the employee's credit card statement in respect of the foreign currency charge.
 - c. For expenses paid in cash using foreign currency, use the currency conversion rate obtained when the currency was purchased by the employee, or use the conversion rate of a similar sized transaction from around the same date from the employee's credit card statement.

13 Questions / further information

If you have any questions or need further information on how to apply this policy, please contact the CEO or Company Secretary

This Policy was adopted April 2014. Updated March 2021.