

Non-Solventum Employee Travel Reimbursement Guideline

Introduction and Background

This guideline will be used as a supplement to the agreement between Solventum and the non-employee, or non-employee's employer, regarding business travel reimbursement and invoicing expectations for non-employees who travel on behalf of Solventum

If there is any conflict between the terms of this guideline and the Solventum agreement, the Solventum agreement will control.

Requirements

All non-employee travel and related expenses need prior approval by Solventum. Expenses will be validated by Solventum. Unreasonable expenses, or expenses without sufficient documentation or explanation can be rejected by Solventum and processed for personal payment.

Reimbursement for non-employee business travel and approved incidentals should be made through the local AP process. The non-employee may need to be set up as a vendor before reimbursement can occur.

Airfare

The standard maximum reimbursable expense is economy/coach class of service. When timing and destination permits, excursion and/or other discount fares should be requested.

Exceptions to economy class of service standard are allowed due to last seat availability, based on contractual obligations or with the approval of the Solventum Sponsoring Manager.

Approval should be indicated in the Non-Employee Travel Form. Air tickets booked with Solventum's designated travel agency can be direct billed to Solventum and allocated back to the appropriate Cost Center.

Airline Fees

Bag fees, excess baggage weight fees and additional airport taxes, carts, etc. In-flight meals should be categorized under the "Individual Meals" category. Additional fees for upgrades or seat assignments are not reimbursable unless due to last seat availability or required by contract. In flight Wi-Fi fees will be reimbursed by Solventum when required to support Solventum business.

Airport Shuttle, Taxi or Rental Car (Ground Transportation)

Business use of an airport shuttle or van, taxi, Uber/Lyft or rental car will be reimbursed. Use of the most cost-effective ground transportation method, while weighing security risks in the destination, is encouraged. Non-employees will share ground transportation when more than one person is traveling on a Solventum assignment.

Note the following:

- Provide a receipt and itemized rental agreement form for Gasoline purchases for rental cars.
- Provide a receipt for taxi, Uber/Lyft and airport shuttles: receipts and for all fares exceeding \$25 in and around a city.
- Non-employee travelers are personally responsible for rental car upgrades and any ground transportation costs for personal use.

Individual Meals

Solventum provides reimbursement for individual meals when traveling for Solventum business for at least 12 hours, or when there is an overnight stay.

Reimbursement of daily individual travel meals will be for actual and reasonable expenses. Spending less on one meal does not mean travelers should overspend on another meal.

Meal costs will be moderate, reflecting rates typical for the area. The recommended daily spending amount of \$55 USD per day (or local currency equivalent) should be considered when traveling domestically and internationally.

Alcoholic Beverages

Reimbursement of an alcoholic beverage is allowed when included with an individual travel meal. All suppliers will adhere to the Drug and Alcohol Standard for their respective country.

Hotel/Lodging

Hotel/lodging room charges are reimbursable. Room rates should be moderate for the area and accompanied by itemized receipts (folios) including name and address of hotel for proper account coding. Non-employee travelers are personally responsible for any cost associated with room upgrades and in-room entertainment.

For non-employee travelers' safety and security, lodging and accommodation rental services (e.g. AirBnB, VRBO, HomeAway, etc.) should be avoided for business travel and may not be reimbursed. In addition, gifts or amounts paid to family, friends or other hosts in lieu of hotel room charges are not reimbursable.

Internet/Online Fees

Costs incurred for internet service expense and wireless data for business use during travel only. Additional costs for equipment purchase or any home plans or personal use will not be reimbursed.

Mobile/Cellular Phone

Only Solventum-related business calls will be reimbursed. Personal calls and monthly service charges will not be reimbursed.

Provide itemized statement as expense backup.

Parking and Tolls

Parking fees and toll charges for business travel are reimbursable. Provide receipts for daily parking charges of \$5.00 or more and for all airport parking.

Personal Car Business Mileage

Use the current IRS standard mileage rate if you are using a personal car for Solventum business travel mileage exceeding 20 miles per round trip. The mileage reimbursement is set to cover all expenses related to the operations of the car. Solventum assumes no liability for mechanical breakdowns or damage to the non-employee's car.

Failure of the Solventum Sponsor, their delegate, or the non-employee traveler to comply with these requirements may result in non-reimbursement.

Additional Elements

Travel for Non-Employees is not reimbursed by Solventum on a Travel Expense Report and will be reimbursed according to contractual obligations, or when no contract, by the local AP process. Exceptions apply for air tickets, which can be direct billed.