

## Exhibit B

### Travel & Expense Policy

#### Airfare:

- INSYS requires individuals who need to travel on behalf of INSYS (the “Traveler”) to use a designated travel agency when booking airfare unless pre-approved in writing.
- If air travel is required, INSYS will provide one advance purchase round trip ticket from the Traveler’s local airport to the program location. In accordance with the Pharmaceutical Research and Manufacturers of America Guidelines on Interactions with Healthcare Professionals, only coach class tickets will be issued. Any coach class fare over \$750 will require approval from INSYS.
- INSYS will not reimburse or cover any expenses related to upgrades, late charges, or any fees incurred when changing travel itineraries (if done at Traveler’s discretion) or for a class of service other than as stated in this Agreement. Service upgrades (e.g. paid seats) must be approved by INSYS in advance. Any airfare credits earned as a result of itinerary changes, whether initiated by the Traveler or INSYS’ designated travel service provider, are the property of INSYS and will be applied at INSYS’ discretion.
- In the event the program is to be held in conjunction with a society or congress meeting (pre-, post-, or during the society/congress meeting) which Traveler is planning to attend, no air travel will be provided. If Traveler is traveling to a location and will be participating and/or speaking on behalf of INSYS and another company, it is expected that travel related expenses will be shared on a pro-rata basis between the two companies.
- Travelers are expected to use the lowest logical airfare (within 2 hours of desired departure or arrival time).
- Any changes in flights once a ticket is booked requires approval.

#### Accommodations:

- INSYS requires Travelers to use a selected meeting planning designee when booking hotel accommodations unless pre-approved in writing by INSYS.
- Overnight accommodations will be paid and/or reimbursed when in conjunction with corresponding program(s). Personal or extended stays are not reimbursable.
- Business level properties (3-4 stars) or properties most comparable are acceptable. High-class properties (5 stars or more) as well as resorts or properties attached to casinos are not permissible unless approved by the INSYS Compliance Department.
- Maximum rate: GSA plus 75%. Meeting planner designee can advise on applicable GSA rate by city.

#### Food and Beverage:

- Meals provided by INSYS during a program at a restaurant or other venue must not exceed pre-defined limits per person (\$25 for breakfast, \$40 for lunch, and \$125 for dinner). All meal limits are inclusive of tax, gratuity, beverages, and no more than two (2) alcoholic drinks during dinners.

Gratuity must not exceed 20 percent of meal and beverage value, unless preset by restaurant. Any alcoholic drink not accompanied by a reimbursable meal will not be reimbursed.

#### **Ground Transportation:**

- Not authorized for programs that do not require Traveler to travel by plane or train.
- If travel time driving is greater than two (2) hours or more than 100 miles and it is deemed more efficient for Traveler to drive to a program, a chauffeured car service is permitted to and/or from the Traveler's home or business, except where cost effective (i.e., where the cost of the chauffeured car service is less than or equal to other appropriate travel arrangements) and INSYS has approved the expense in advance.
  - Car service for personal or entertainment purposes is not permissible unless approved by INSYS in advance.
  - Any additional passengers should be communicated to INSYS in advance so appropriate accommodations can be made.
- Rental cars are not permitted
- Personal mileage is reimbursed at IRS approved rates.

#### **Expenses:**

- Within 30 days upon receiving copies of receipts or other appropriate evidence of expenditures by Traveler, INSYS or their designee, shall reimburse Traveler for reasonable documented travel expenses for travel within the continental United States as incurred by Traveler, at the request and with the prior written approval of INSYS, in rendering services pursuant to this Agreement.
- Traveler shall submit expense form and accompany itemized receipts and documentation to acting agency for INSYS within 30 days of a program. Any reimbursement request past 30 days will not be reimbursed unless otherwise approved by INSYS.
- Refer to the "List of Reimbursable and Non-Reimbursable Expenses" on the following page.

### List of Reimbursable and Non-Reimbursable Expenses

<b>Accommodations:</b>	<u>Reimbursable:</u> Internet access charges, hotel resort fee, and overnight stay where INSYS has not prepaid overnight accommodations and only where required by agreed upon schedule of events
	<u>Not Reimbursable:</u> Laundry and retail purchases, In-room movies, Additional hotel nights, Mini bar charges
<b>Food and Beverage:</b>	<u>Reimbursable:</u> Snacks or meals on travel days, Meals at the hotel, Alcoholic beverages accompanied by a reimbursable meal; max of two alcoholic beverages
	<u>Not Reimbursable:</u> Meals for spouse/friends/family members and alcoholic beverages not accompanied by a reimbursable meal
<b>Gratuities:</b>	<u>Reimbursable:</u> \$2.00 limit each way on skycap gratuities, Hotel and ground transportation gratuities not to exceed 20%
<b>Transportation:</b>	<u>Reimbursable:</u> Mileage of personal car to/from home and airport, Mileage of personal car to/from program, Air transportation, Road tolls
	<u>Not Reimbursable:</u> Rental Cars, Fuel (for rental cars)
<b>Parking:</b>	<u>Reimbursable:</u> Airport parking (if applicable), Hotel parking (if applicable), Parking at program venue (if applicable)

I have read and acknowledge the INSYS Travel & Expense Policy and List of Reimbursable and Non-Reimbursable Expenses.

**Name:** Joseph Shurman

Signature: \_\_\_\_\_

Date: \_\_\_\_\_