

TABLE OF CONTENTS

1	Purpose/Scope	2
2	General	2
3	Per Diems	2
4	Travel Expenses	3
4.1	Air Travel	3
4.2	Ground Transportation	3
4.3	Hotels and Accomodation	4
4.4	Meals	4
4.5	Rail Travel.....	5
4.6	Phone and Data	5
4.7	Other Expenses	5
5	Local Travel	6
6	International Travel	6
7	Reimbursment	6
8	Travel Time	6
9	General Minimization of Costs	6

1 Purpose/Scope

The purpose of this Instruction is to describe the framework, rules and appropriate behaviours which Supplier Personnel are expected to conform with whenever travel, accommodation, or subsistence expenses are necessary for the performance of their work for and on behalf of Semco Maritime.

This guidance contained herein is valid for the entire Semco Maritime Group and its Suppliers. All Semco Maritime Managers shall take appropriate action to implement the Instruction within their areas of responsibility.

2 References

- A-SEMCO-0037, "SemPem Procurement Activity List"
- P-SEMCO-0037 "Procurement Project Execution Model"

3 Terms and abbreviations

For purposes of this Instruction, the terms Semco Maritime Department Manager and Project Manager will jointly and severally be referred to as the "Semco Maritime Manager".

For the purposes of this instruction "Supplier Personnel" includes; Supplier's employees, temporary employees, independent contractors, subcontractors, agents or any other person or entity acting on its behalf.

4 General

Semco Maritime and Supplier shall agree that all budgets, approvals and other relevant information relating to any travel and expenses incurred in order to provide products or services for and on behalf of Semco Maritime must be mutually discussed, pre-approved and documented in a written instrument and signed by both parties in advance. Unless specifically authorized in writing by Semco Maritime, no travel and/or expense costs will be reimbursed by Semco Maritime.

Semco Maritime will only reimburse Supplier for actual, ordinary, necessary and reasonable travel and expense costs. The reasonableness of any expense shall be determined by Semco Maritime in its sole and complete discretion. Semco Maritime and Supplier must specify in the applicable Purchase Order the maximum amount that Semco Maritime will reimburse.

Unless otherwise authorized by the Semco Maritime Manager with appropriate authority, a Supplier shall not submit for reimbursement any amount which exceeds the limits previously authorized by Semco Maritime.

All amounts in this Instruction are described in Danish Kroner (DKK.) For enforcement of this Instruction any amounts in other currencies will be compared according to the exchange rate published by Semco Maritime Group Finance.

5 Per Diems

No "per diems" or other daily allowances are allowed unless mandated by law or collective bargaining agreement. Per diems and/or other daily allowances in these

Note: Hard copies are considered non-controlled documents. This document is the property of Semco Maritime and must not be reproduced partly or completely in any form, without the written permission from Semco Maritime.

Document no.:	Revision no.:	Prepared:	Checked:	Approved:
I-SEMCO-0311	00	RBOW	DITR	DUL

locations will be evaluated on a case-by-case basis and must be pre-approved by the Semco Maritime Manager in writing. Evidence of expenditure (e.g., original receipt) is required to be retained by Supplier for any individual expenditure over DKK 50 and shall be provided to Semco Maritime upon request.

6 Travel Expenses

6.1 Air Travel

Supplier Personnel must fly in economy or coach class and select the Lowest Logical Airfare (“LLA”) which allows the Supplier Personnel to meet Semco Maritime business objectives. LLA is the lowest priced, non-stop flight on any major carrier within a two-hour window of the requested departure or arrival time. If there is no non-stop available flight, the LLA is the lowest priced connecting flight that does not increase the total travel time by more than two-hours over the requested connecting flight.

Supplier must provide an explanation to the Semco Maritime Manager upon submission of reimbursement if the actual fare used exceeds the LLA. If the fare difference is DKK 250 or more, Supplier must get an additional written approval from the Semco Maritime Manager prior to ticketing, or the difference in price will not be reimbursed.

Semco Maritime will not reimburse Supplier for first or business class travel expenses. In the case Supplier Personnel travel on first or business class tickets, only the economy or coach class LLA costs will be reimbursed.

Semco Maritime will not reimburse any additional costs related to the accrual or administration of frequent flyer or other benefits.

If Supplier Personnel receive a full or partial refund from an airline for a business trip paid by Semco Maritime, the refund must be paid to Semco Maritime. This refund Instruction pertains to cash refunds, corporate credit card refunds and airline vouchers, where applicable.

Reservations should be made as far in advance as possible (i.e., at least two weeks prior to travel). Non-refundable tickets should be utilized whenever possible. Nonrefundable tickets or applicable change fees will not be reimbursed if a trip is changed or canceled due to the Supplier and the ticket cannot be re-used for Semco Maritime-related business. Lost ticket application fees, extra leg room fees and charges for travel and luggage insurance are not reimbursable expenses. Semco Maritime will reimburse reasonable baggage fees for one bag only.

If Supplier Personnel are assigned a Semco Maritime Staff ID, such Supplier Personnel must call book all travel through the Semco Maritime travel agent, which as of 2021 is Egencia.

6.2 Ground Transportation

Supplier Personnel should utilize the most cost-effective mode of transportation for their destination, keeping in mind safety for the particular location. Ground transportation will be reimbursed for shuttle, bus, taxi, or car rental subject to this

Note: Hard copies are considered non-controlled documents. This document is the property of Semco Maritime and must not be reproduced partly or completely in any form, without the written permission from Semco Maritime.

Document no.:	Revision no.:	Prepared:	Checked:	Approved:
I-SEMCO-0311	00	RBOW	DITR	DUL

Instruction. If a rental car is necessary and approved by the Semco Maritime Manager, an compact car is the standard. It is Supplier and Supplier Personnel's responsibility to obtain and maintain appropriate levels of auto insurance. Semco Maritime will not reimburse for any auto insurance costs.

Parking, taxi, gas and toll expenses will be reimbursed to the extent that they are necessary and reasonable. Rental cars should be re-fueled prior to return. Fines for parking, traffic violations, or towing charges will not be reimbursed. If Semco Maritime reimburses for a rental car and fuel costs, Semco Maritime will not reimburse for driven mileage. Car service is prohibited and will not be reimbursed.

6.3 Hotels and Accomodation

Reimbursement for overnight accomodation will be provided only if the overnight lodging is a Semco Maritime business-related requirement and specifically pre-approved by the Semco Maritime Manager. Supplier Personnel are to use standard single hotel accommodations at the prevailing commercial rates within a reasonable distance from the destination location. The use of high-priced rooms, suites, executive floors or concierge levels is not reimbursable. Expenses for room upgrades will not be reimbursed. Hotels over DKK 2000/night require pre-approval by the Semco Maritime Manager. Non-refundable lodging commitments or applicable change fees will not be reimbursed if a trip is changed or canceled. No-show charges incurred by failing to cancel unused hotel reservations will not be reimbursed.

Costs for laundry, or other services which are not included in the room rate will not be reimbursed unless pre-approved by the Semco Maritime Manager. Costs for laundry will not be reimbursed for any stays less than seven (7) calendar days.

The cost of breakfast, any other meals, or room mini-bar, if not included in the room rate, shall not be charged to the room but shall instead be paid for separately. Meals charges listed on a hotel invoice will not be reimbursed.

Semco Maritime will not reimburse any additional costs related to the accrual or administration of frequent guest or other benefits.

6.4 Meals

Semco Maritime will reimburse up to DKK 500 per day, including tax, for meals. Discretionary tips will not be reimbursed.

Semco Maritime does not reimburse for lunch unless there is no Semco Maritime cafeteria available. If a hotel is utilized that offers free breakfast, additional breakfast expenses will not be reimbursed.

Alcoholic beverages not purchased as part of a dinner meal, will not be reimbursed. Supplier Personnel may order one (1) alcoholic beverage per person, per evening dinner meal. Any additional alcoholic beverages are for Supplier Personnel's account and will not be reimbursed.

Supplier Personnel shall be reminded of Semco Maritime's Drug & Alcohol Instruction (P-SEMCO-0087) and its zero tolerance towards possession, use of drugs and/or alcohol during working hours. All employees must come to

work without being under influence of alcohol or have trace of drugs in their system.

6.5 Rail Travel

Semco Maritime will reimburse reasonable expenses for travel by rail. This includes airport-to-city express service. Where customary, tickets for rail travel should be purchased at the point of departure. Supplier Personnel should take reasonable steps to book reservations in advance via the lowest cost method (e.g., online). Acceptable service classes, domestic or international are as follows:

- Economy/coach: trip that is 3 hours or less
- Business class: trip that is more than 3 hours

6.6 Phone and Data

Phone expenses, including mobile data or roaming charges are not reimbursable by Semco Maritime and are at Supplier's or Supplier's Personnel's own cost. If Semco Maritime requires Supplier Personnel to travel internationally (i.e. outside of their home country), Semco Maritime will reimburse reasonable phone expenses (i.e. Semco Maritime business-related and daily check-in with family) with prior written approval from the Semco Maritime Manager. The lowest cost options should be utilized.

6.7 Other Expenses

All other expenses shall be pre-authorized by the Semco Maritime Manager prior to incurring such expenses. Otherwise such expenses will not be reimbursed.

Non-reimbursable items including but not limited to the following:

- Barber/hairstyle fees
- Car washes, repairs, towing, and other types of vehicle maintenance
- Clothing (PPE to be provided by Supplier or Semco Maritime after agreement)
- Finance charges/credit card fees
- Fuel charges/repair costs for personal vehicles
- Health clubs & beauty spas, including provided at hotel
- Personal housekeeping expenses while traveling for Semco Maritime business
- Late fees (of any kind)
- Laundry and dry cleaning services if traveling less than 7 consecutive nights
- Medicine of any type (expect vaccinations for required international travel)
- Alcohol or other expenses of a personal nature
- Mini-bar/refreshment center charges
- Personal entertainment (newspapers, magazines, movies, etc.)
- Shoe or clothing repair
- Snack or other food consumables outside of standard meal times
- Spousal/family travel/accommodation costs
- Toiletries
- Traffic violations, parking tickets, and related court costs
- Unexplained, excessive unreasonable or lavish expenses
- Uniforms

7 Local Travel

In order to provide cost-effective services to Semco Maritime, Supplier shall use best efforts to supply qualified local personnel for performance of services to the extent reasonably possible. Semco Maritime shall have no responsibility to reimburse any travel expenses performed by local personnel supplied by Supplier. For the purposes of this Instruction, the term “local” shall mean residence or Supplier designated office of the applicable personnel within a one hundred (100) kilometer (in the U.S. fifty (50) mile) radius of the location where the applicable services are performed.

8 International Travel

For international travel, currency exchange rates shall be indicated in all invoices or statements. Fees for currency conversion shall not be reimbursed. All expense limits in this Instruction are in DKK. For international travel, the expense limit should be adjusted by the applicable exchange rate set by Semco Maritime Group Finance. Where appropriate, such as lower cost countries, any expenses submitted to Semco Maritime for reimbursement should not exceed commercially reasonable rates for the international location.

9 Reimbursement

Supplier Personnel are to use their own personal or company credit card for travel expenses, and Supplier must submit an invoice to the Semco Maritime Manager for reimbursement in accordance with the applicable Supplier agreement or purchase order terms and conditions. In the case of no other agreement, the Semco Maritime General Purchase Conditions apply.

Submissions to the Semco Maritime Manager for reimbursement must reference a valid purchase order. Reimbursement requests and invoices which do not reference a purchase order will be rejected in accordance with Semco Maritime’s “No PO – No Pay” Policy. Unless expressly agreed otherwise in writing, all expense claims shall be submitted within ten (10) days after the beginning of each month and no later than one (1) month after the date the actual expense was incurred.

10 Travel Time

Unless otherwise pre-agreed in writing with the Semco Maritime Manager, Supplier Personnel’s travel time is not a reimbursable expense and will not be paid by Semco Maritime.

11 General Minimization of Costs

Supplier and Supplier’s Personnel should always seek to minimize costs for Semco Maritime. Supplier is invited to alert Semco Maritime, if certain travel circumstances may be more beneficial to Supplier and Semco Maritime yet would be exceptions to the Instruction, Semco Maritime may, but is not obligated to, consider such exceptions.

Note: Hard copies are considered non-controlled documents. This document is the property of Semco Maritime and must not be reproduced partly or completely in any form, without the written permission from Semco Maritime.

Document no.:	Revision no.:	Prepared:	Checked:	Approved:
I-SEMCO-0311	00	RBOW	DITR	DUL