

# Novartis Ireland Travel and Expenses Guidance

Novartis works closely with healthcare professionals, patients and other stakeholders around the world to support their treatment of patients and collaborate on unmet needs. Learn about what expenses can be reimbursed as part of your engagement with Novartis.

The following shall only apply where Novartis has agreed to pay the Speakers' expenses in the relevant service agreement between Novartis and the Speaker.

## Air

- Flights must be booked via the appointed Novartis Travel Agency ('Agency'). The Lowest Logical Air Fare (LLAF) needs to be selected, in as far as this is practical, and the Novartis Travel Agency will have been instructed about the practical aspects of this type of fare. Due to the medical conditions of some Speakers engaged for Novartis Events, exceptions and special travel and accommodation arrangements can be provided.
- When submitting expenses for reimbursement, you need to submit all receipts (which must be in your name and in line with the agreed travel period).
- Business Class (or Business Class equivalent) is permitted, if continuous flight time (total time in the air) is five (5) hours or above.
- In as far as is practical, routing can only be direct, i.e., from home to the Novartis Event, and home again.
  - The length of stay should be tailored to the time required for the scientific/educational engagement and should not represent any additional benefit.
  - Luggage check-in fees appropriate for the purpose of the trip can be reimbursed.

## Vehicle/train/on-site ground transportation

- Costs for the use of a taxi for travel to the nearest airport/train station and return can be reimbursed.
- Costs for the use of a taxi for travel to the Event venue is only permitted if this is a more justified option than public transport and needs to be documented ahead of the travel date.
- Long distance taxis may only be reimbursed if a more timely or safe option (train or flight) is unavailable. Transportation for the following can be reimbursed:
  - Home → rail station/airport → return.
  - Airport/rail station → hotel/meeting location → return.
  - Place of work → meeting location → return.
  - Personal car for travel to the engagement venue is only accepted if this is more justifiable than other ground transportation options and provided such arrangement is agreed with Novartis in writing.
  - Mileage driven (calculated at the prevailing mileage rate determined by Novartis can be reimbursed).
- If you have a disability that affects your ability to use public transportation, taxi services may be provided/reimbursed with agreement by Novartis.
- Parking and toll expenses are permitted.

## Car Rental

- Car rentals are not permitted.

## **Extension of stays for personal reasons**

- If you wish to extend your stay in a location to which you have travelled for Novartis, unfortunately Novartis is unable to facilitate the arrangements for your extended stay.

## **Hotel Accommodation (includes applicable taxes)**

- Hotel Accommodation is permitted if justified by the timings of the event and the distance required to travel to it.
- Lodging can only be covered for the night in relation to the event.
- Must be booked via the Agency.
- Expenses associated with the booking of the hotel accommodation separately cannot be claimed.
- Room upgrades are not permitted, and lodging must not be above 4-stars.
- Due to the medical conditions of some Patients engaged for Novartis Events, exceptions and special travel and accommodation arrangements can be provided.

## **Meals & Refreshments**

- Maximum meal limits per meal must not exceed €90 (including VAT), excluding gratuity.
- Meal costs must be submitted with valid receipts.

## **Other permitted reimbursable costs**

- Registration for the Event.
- Visa and vaccination costs related to the Novartis engagement are permitted (excluding passport issuance/prolongation).
- Due to the medical conditions of some Patients engaged for Novartis Events, exceptions and special travel and accommodation arrangements can be provided.

## **Reimbursement Exclusions**

Novartis will not reimburse:

- Any expenses associated with spouses/partners/family members.
- Stand-alone entertainment, in-room movies or services (including mini-bars etc.) or other social/personal activities.
- Personal long-distance telephone calls.
- Health clubs fees and/or sporting activities.
- Personal purchases/hotel shops /babysitting/laundry.
- Airport and/or In-Flight Wi-Fi.
- Excess baggage fees that is not related to the Novartis event.
- Lost/damaged luggage and loss/theft of personal valuables.
- Fines and/or penalties.

## **Endorsement of Qualified Novartis Employee required**

- Any deviation from the requirements above must be endorsed by a qualified Novartis Ireland Limited employee. The Novartis employee responsible for the engagement must obtain and retain a record of this endorsement and provide a copy to the appointed Novartis Travel Agency.

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**List of links present in page**

1. <https://prod1.novartis.com/ie-en/ie-en/healthcare-professionals/novartis-ie-travel-and-expenses-guidance>