

Expenses policy and procedures





About Our Company

Modern healthcare environment is a very challenging area that demands an experienced partner who can creatively **Think** how to successfully deliver innovative solutions in the **Health** sector using all modern **IT** advancements, while operating on time and on budget, aiming at providing the best possible outcome.

Inspired by the synthesis of key words Health, IT and Think and their combined significance to current demands, HealThink was founded to provide high class research, innovation and development services in the health and social care sector. HealThink realizes the importance of bioethics and the ethical challenges that arise relatively to healthcare and health research, offering full scale bioethics consultancy in the healthcare sector.

Guidelines

This policy sets a framework for claiming expenses incurred on behalf of HealThink. The policy ensures all individuals involved with HealThink act reasonably when incurring expenses and achieve value for money.

This policy applies to any HealThink's employee or non-employee who incurs travel and/or business hosting expenses and seeks reimbursement for those expenses from the Company. The Company will reimburse for reasonable transportation, meals, accommodation and out-of-pocket expenses.



Guidelines

The responsibility to observe the guidelines rests with the individual incurring the expense. Expenses should be limited to activities that are directly related to the furtherance of the Company's mission. The same judgment and consideration apply to reimbursements as to any financial transaction. Reimbursement should be sought and authorized only for expenses that conform to this policy, are necessary and reasonable both in amount and relative to its purpose.

This policy is necessary to comply with national laws and third-party sponsoring regulations when applied and it is intended to ensure consistent and fair treatment across the organization. In general, the cost of travel should be governed by what is reasonable and appropriate to the purpose involved. The Company respects the personal integrity and discretion of each traveler and conducts expense account monitoring accordingly.



Guidelines

Business travels shall be approved for attendance:

- to business meetings
- to interviews
- to briefings
- to courses and conferences
- to training and assessment
- when working away from normal place of work
- at incidents



Required Documents

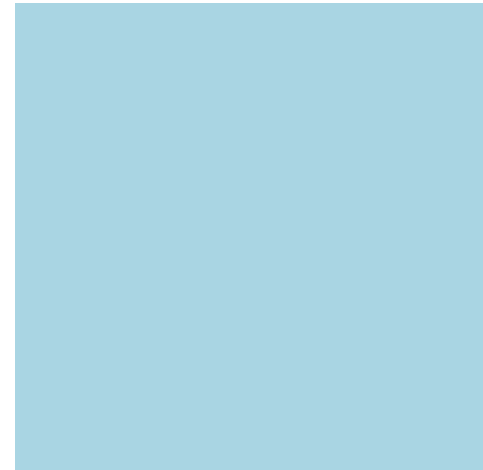
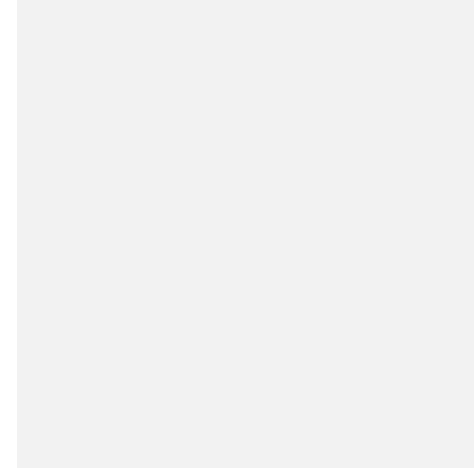
The following table provides the requirements for receipts and other documentation for the more commonly used expense types. This table is provided as a guide.

Type of expense	Documentation
Air tickets	Passenger Itinerary and proof of payment
Other transportation costs	Receipts / invoices
Lodging, Accommodation	Invoice including the name of lodging
Car Rental	Car rental invoice including the name of the driver
Conference/Meeting Registration	Registration form
All incidental expense items	Receipts / invoices

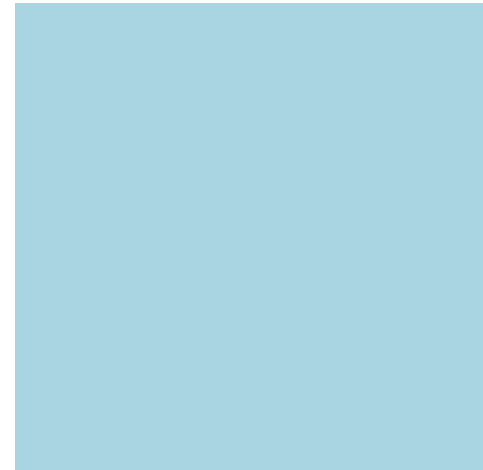
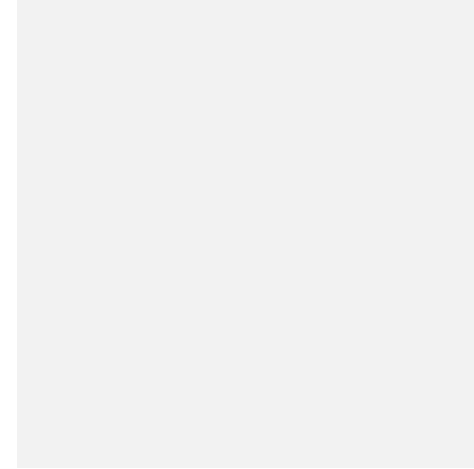


After careful and detailed review of the purpose of the expense, the management shall approve/decline according to their judgement and business needs. The following principals apply for all business travels and expenses:

- Travel requests for international travel are arranged by the administrative department. Hotel and airlines reservations paid in advance should be expensed as they are incurred.
- It is expected that employees will select the most economical and practical form of transportation.
- Travel with others, e.g., spouse, including meals and cancellation fees are not covered and must be paid directly by the employee.
- Employees who use their own vehicles will be reimbursed in accordance with the approved kilometer allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance. It is the responsibility of the employee to ensure adequate insurance coverage.
- The rental of a vehicle will be reimbursed in cases when this is the most economical and/or practical form of transportation. Rental of compact or mid-size vehicles is encouraged. Rental cars must be refueled before returning to avoid extra charges and receipts for gasoline purchases must be submitted with expense reports.
- Employees are expected to use the most economical accommodation of a standard quality.



- Travel accommodation should be booked early enough to achieve the best rate possible. Employees are responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A copy of the hotel bill must be attached to the expense report.
- Employees will be reimbursed for the reasonable cost of meals incurred while the employee is away.
- When an employee is authorized to pay for meals of others, expense reports must include a brief explanation of the event and a list of those in attendance.
- The administrative department is responsible for verifying that all expenses for which reimbursement from the Company is requested are valid expenses incurred while conducting business and conform to the appropriate policy. It is also responsible for attesting that expenses submitted for reimbursement have not been previously paid via a prior expense report, travel advance, or expected to be reimbursed by an outside agency or other third party.
- All employees must understand that requests lacking required documentation and/or business purpose will be questioned and may not be reimbursed (e.g., alcoholic beverages, parking violation).
- All employees should retain accountability for ensuring all expenses are in accordance with the Company's policy.



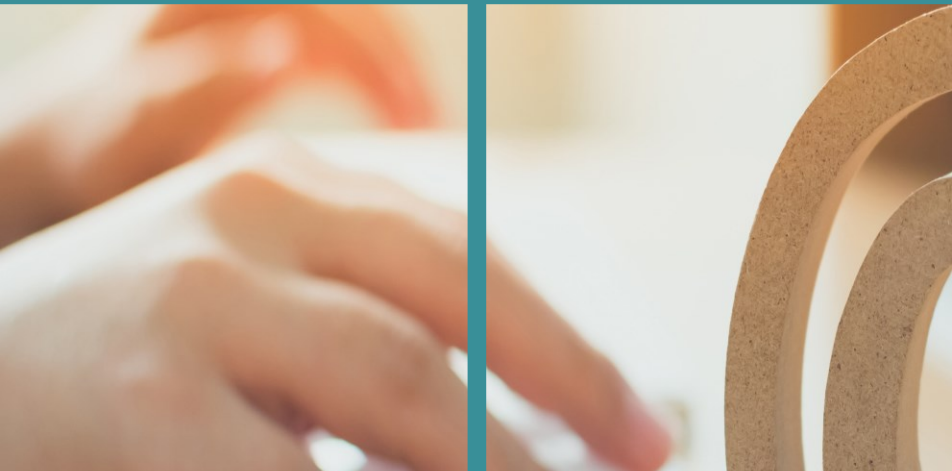
Third-party Expenses

We pay or reimburse travel and accommodation for third parties when there is a legal requirement to do so and for a reasonable travel arrangement.

In this case economy class is booked for air travel and cost of overnight accommodation is arranged where it is not practical to travel to and back from the place of permanent residence in one day. This cannot be higher than the limits that apply for the HealThink's employees.


Meals within the reasonable hospitality requirements may be provided or reimbursed. For meals and local ground transportation where HealThink's representative is present, payment is made directly by the Company.

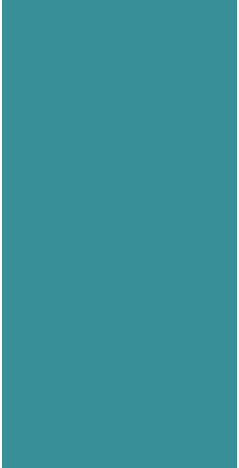




Get in Touch With Us

 healthink@healthink.info

 +30 2310 407 200



HEALTHINK

Medical Research & Innovation

