



BeiGene Ltd. Travel & Expense Policy
Effective Date: 11/2016

Purpose & Introduction

The purpose of this policy is to provide counsel for expenses to be incurred, approved and reimbursed for company-related spending.

We expect our employees to incur expenses on behalf of BeiGene responsibly and with the best intentions for BeiGene. We want expenses to be reasonable in relation to the purpose. When travelling, employees should be comfortable and not inconvenienced by the business-related travel so we ask that employees use their best judgement and seek guidance from their manager if they are unsure about incurring an expense.

It is the responsibility of each employee to manage all their expenses carefully and it's the responsibility of the manager to approve all reasonable expenses. Employees are expected to plan and spend while travelling as if the money was their own, and exercise prudence and discretion.

To seek reimbursement employees traveling for BeiGene business are expected to complete an expense report using our template in Excel.

Business travel incurs significant costs for the company and time for our employees. Before traveling, we ask our employees to consider all alternatives including teleconferences, video conferencing, PC communication, etc. Please consider the most cost effective option when arranging a meeting.

If you do travel, arrangements should be made through our designated travel agency, FCM International.

Scope

This policy serves to clarify the travel and expense policy and procedures for all employees in the United States and groups attending meetings/conventions. It is intended to assist employees in determining the appropriateness of both travel and expenses. Those traveling on BeiGene business are asked to exercise good judgement regarding expenses covered by this policy.

Definitions

Employees – all BeiGene employees, Officers, full-time, part-time, and temporary employees (e.g., contractors or interns). BeiGene employees do not include unrelated third parties that purchase BeiGene products in arms-length transactions and then distribute such



products (e.g., wholesalers or distributors whose only relationship with BeiGene is the purchase, distribution and/or shipping of products).

Policy

Responsibility & Application

The company will reimburse employees for all travel expenses within the policy limits. If an employee spends outside the policy limits it is up to the manager to determine the level of reimbursement. Spending within guidelines is monitored. If an employee spends outside of the limits outlined in this policy on a regular basis their manager will be notified.

Each employee is responsible for complying with the policy:

- Awareness and understanding of this policy is also the responsibility of each employee. All employees have an obligation to report properly, accurately and promptly, all legitimate expenses incurred during the course of the normal business.
- If there is evidence of willful falsification of an expense report or documentation, the employee's manager and Human Resources will be involved. Failure to comply with the expense policy, in whole or in part, may result in disciplinary action up to and including termination.
- Authorization and approval of expense reports must be obtained from an employee's manager. It is the manager's responsibility to review the business rationale for employee travel and confirm that expenses are reasonable and compliant with this policy.
- All expense reports over \$5,000 must have second-level approval by the manager's manager.

Each manager is responsible for monitoring spending of their direct reports.

- All managers are responsible for the implementation of this policy and for communicating its content to all appropriate members of their teams to ensure understanding and compliance.
- Persons who approve expense reports are responsible for verifying:
 - The business need and reasonableness of the expenses
 - That expenses are in accordance with this policy
 - That the required documentation is provided
 - That the report is properly completed
- Managers are empowered to request additional documentation if necessary in order to approve expense reports, but must meet the minimum requirements documented in this policy.

Travel Requirements



The company has chosen a designated travel agency, FCM International. The travel agency personnel are to be used for:

- Domestic and International travel plans
- Multi-airline or complex itineraries or reservations made within 24 hours of travel.
- All in-transit changes to reservations.

In order to be eligible for reimbursement of business travel expenses, travelers must use the designated travel agency for the following travel reservations:

- Air
- Hotel
- Car rentals

Employees have the option to have the designated travel agency book the following reservations.

- Train, Private car/limo services

Reservations will incur a booking fee which will be charged to the traveler's credit card and should be expensed via an expense report.

FCM Travel is available 8AM – 8PM for regular transactions. Should there be an emergency travel situation that should be handled immediately, the Emergency Travel Center (ETC) is available 24 hours a day. We encourage employees to use the ETC if necessary as the travel agents have multiple resources at hand to help the traveler, but there is an additional cost to the access so regular transactions should be handled during the normal business hours.

Expense Reporting & Reimbursement

General

A Corporate credit card is on file with the travel agency for use by employees to book air and rail travel on behalf of BeiGene. The Corporate card is not a personal credit card and is not to be used for travel that is not a valid business expense. Fraudulent or intentional misuse of the card may result in disciplinary action including reimbursement of disallowed expenses, card access cancellation requiring traveler to pre-fund their own business-related expenses, and possible termination of employment.

Employees will customarily directly settle hotel and car hire transactions on departure. Employees may choose to utilize their personal credit cards for all travel purchases and can maintain the personal card on file with the travel agency. The company will endeavor to reimburse expense reports as soon as possible and encourages travelers to submit expenses



promptly upon return from travel. The company is not responsible for any credit card fees related to payment of personal credit cards.

Our expectation is that employees will make every effort to retain all receipts for travel and entertainment regardless of the amount spent. All individual expenses \$20 and over must be supported by appropriate receipt documentation (including itemized receipts). In those rare instances where documentation is not available (i.e., lost), you must complete a Lost Receipt form and submit it along with a copy of the credit card statement highlighting the expenses.

- All expenses must include a complete and relevant description of the business purpose for which the expense was incurred. An example of the valid business purpose might be: “Trip to Chicago to attend advisory board”. An example of an inadequate business purpose might be: “miscellaneous expense”. Business purposes are to be entered in appropriate section of the expense report.
- Original receipts are converted into electronic images by faxing, emailing, scanning or capturing a digital photo image for payment processing purposes but the original receipts and approved expense report must be filed by the office administrative staff for audit purposes.
- Receipt documentation must be received by the system before an expense report will route for approval.

Expenses need to be submitted on a timely basis. Expenses submitted more than 90 days after the date incurred are not eligible for reimbursement unless approved by the CFO. Approvers must ensure that expenses are business related, reasonable and in accordance with this policy. It is the approver’s responsibility to ensure that the expense report includes adequate documentation. Approvers must approve or reject expense reports within five (5) business days of receipt. Payment on approved expenses will be processed within 10 business days of receipt by accounting.

It’s the employee’s responsibility to comply with this policy. The company assumes no obligation to reimburse employees for expenses that do not comply with this policy.

Foreign Currency Exchange

Reimbursements are made in the employee’s local currency. Cash expenditures should be converted using the actual rate at the date of the expenses. Currency exchange losses incurred in converting foreign currency, as well as service fees charged by the bank or currency exchange, are reimbursed separately. Currency exchange rates for specified dates can be found on www.oanda.com/currency/converter.

Air Travel

General

All employees are expected to secure the most affordable tickets available that also make sense from a business perspective (E.g., don't take a flight with 4 layovers that will take 2+ days to travel to your destination).

Travelers should plan and book travel in advance in order to take advantage of discounted fare offerings such as non-refundable fares. Whenever possible, travel should be booked at least 14 days in advance.

All international travel must be approved by the employee's functional VP or higher.

Travelers are required to use non-refundable fares. However:

- At the discretion of the employee, flexible fares are permitted when a high risk of cancellation is perceived.
- If business plans change and the ticket has to be reissued; only the exchange fee and the additional fare, if any, is to be expensed when the new ticket is issued.

Changes to, or the cancellation of, a non-refundable ticket must be done prior to the departure date and time through the designed travel agency or online booking tool whenever possible.

Class of Service

Please follow the table below for guidelines on which class of travel to book.

Level of EE	Director & Under	Sr. Director	VP	SVP/C-Suite	Executive Candidates
Distance of Travel					
Domestic (China or US)	Coach/Economy	Coach/Economy	Coach/Economy	Coach/Economy	Coach/Economy
International (Length of flight > 6 hrs.)	Coach/Economy	Coach/Economy	Business Class	Business Class	Business Class

If an employee is required to travel internationally frequently for mandatory meetings for BeiGene and are under the VP level they can seek approval from their manager to fly Business Class; this doesn't include meetings that are for career development (e.g., scientific meetings that are not required for business).



To facilitate the flow of information for budget management and cost control, an email notification will be generated by FCM to the employee and manager if a flight is booked with a cost of greater than \$1,000 for domestic travel or \$3,000 for international travel.

Our expectations are that:

All employees are expected to secure the most affordable tickets available that also make sense from a business perspective (E.g., don't take a flight with 4 layovers that will take 2+ days to travel to your destination).

All employees will treat BeiGene's resources as if they are their personal resources and thus not spend unnecessarily. International travel is very expensive for a global company and we need to manage this collective expense. However, we also want our employees who are required to travel on behalf of BeiGene to be comfortable and able to function effectively at their destination (i.e. able to sleep on their flight). **We leave it up to the employee and their manager to determine the most appropriate flight arrangements for travel taking into consideration the above travel matrix.**

If a traveler is taking an overnight flight (red-eye) and coming directly to the office or a business meeting the next morning, Business Class may be used for that leg of the trip.

Fees to upgrade, choose specific seat assignments (i.e. aisle, front of airplane, etc.) purchase pillows, blankets, etc. are reimbursable up to \$150 per round-trip where available. This includes fees associated with advanced check-in, priority boarding and extra leg-room.

Frequent Traveler Programs

Employees may elect to join frequent traveler programs and retain the credits, but they do so at their own expense. The company will not pay any premiums or fees related to accruing or exercising Frequent Flyer Awards.

Membership in rewards programs must not influence the traveler's choice of travel supplier or arrangements to the detriment of the Company.

Upgrade vouchers purchased by the employee from the airlines will not be refunded to the employee.

Voluntary Extension of a Business Trip

Travelers may elect to alter their business itinerary for personal reasons. Costs in addition to the original business itinerary are the responsibility of the traveler. The traveler's manager must approve the changes from the original business itinerary in advance of the trip. Any



savings to the company cannot be used to offset other personal costs, such as meal expenses.

Supporting documentation that the change in airfare must be provided by the designated travel agency showing that the additional travel did not result in an increased cost to the company must be submitted with expenses report.

Miscellaneous Airline Fees

Where deemed as business critical, wireless internet (Wi-Fi) fees are reimbursable during flights.

Reimbursement of Airfare

When submitting an airline ticket for reimbursement, the following information must be included in the invoice attached to the expense report:

- Full name
- Airline ticket number
- Dates of travel
- Departure and arrival cities
- Total cost of ticket
- Any associated fees charged by the designated travel agency

Ground Transportation

As stated under Car/Taxi service, private limousines or car service should be used only when valid business reasons preclude the use of more economical modes of transportation. Designated suppliers should be used where they have been identified.

Employees should use their best judgment on the selection of ground transportation. Ground transportation by rail, bus, taxi, Uber, rental car, airport shuttle, car service or personal car should be selected based on cost, efficiency and safety.

Shuttle service should be used wherever it is available for ground transportation requirements, especially to and from airports, hotels, and city centers, etc. Travelers are encouraged to check with the hotel to ascertain whether a shuttle service is provided.

When company transportation (van, shuttles, and buses) is provided for company sponsored events, transfers from airports and hotels are not reimbursable.

Employees will be reimbursed for parking and tolls associated with business travel. Fines and penalties imposed for the violation of traffic laws and rental, company or personal vehicles are the responsibility of the traveler and are not reimbursable.

Rail

When appropriate, the use of rail should be considered as an alternative to air travel, since it can save time as well as money.

Coach or Business Class is acceptable for rail travel. Upgrades to First Class purchased by the employee are not reimbursable.

Car Rental/Insurance**General**

Car rentals are generally an expensive mode of local transportation and should be used when other suitable means are not practical or available. Travelers must use the preferred vendors provided by the travel agent as available when booking travel.

Type

When selecting a rental car for business, mid-size/Intermediate vehicles should be used. A full-size vehicle may be used when three or more employees are traveling together. The company will not reimburse upgrades to premium, luxury, sports cars or convertibles. Upgrades are allowed only if there are no additional direct or indirect costs to the Company.

Insurance

For U.S. base employees, Collision Damage Waiver Insurance (CDW) and Personal Liability Insurance should be declined for domestic rentals. For international rental, employees should purchase insurance.

Insurance coverage is not provided for personal rentals. Check with your auto insurer to make sure of your coverage.

Accidents

If an employee is involved in an accident while on Company business, the employee must report the accident immediately to the rental agency and the Controller in order to file an accident/incident report(s). Even if there appears to be no damage to the rental car, the renter should complete a report, as a third-party claim may be filed. If a police report is filed, it is to be provided to the rental agency, and if requested it must be provided to the Controller. Questions or problems in connection with the accident are to be directed to the Controller.

Reimbursements

Travelers are responsible for refueling rental cars before they are returned to the rental company because rental companies levy an excessive charge for fuel. Gasoline expenses for rental cars are reimbursable when submitted on an expense report.



The rental receipt detailing the itemized charges and proof of payment, must be included with the expense report receipt documentation. The number of days the car was rented for should be included in the appropriate section of the expenses report.

Taxi/Car Service

Private limousines or car service should be used only when valid business reasons preclude the use of more economical modes of transportation. In these situation employees are expected to use preferred vendors.

Generally, travelers may use taxi, including UBER, to/from their home airport. Use of the personal vehicle is at the employee's option. The cost of mileage and parking versus the cost of a taxi should be assessed when determining whether a taxi would be an effective alternative to driving a personal car. Taxis should be used when they are cost effective for local transport.

Use of Personal Car

Employees using personal automobiles for authorized Company business must be insured in accordance with the laws of the state of residence. Such insurance is the responsibility of the employee and is not reimbursable.

Personal car usage is discouraged for round-trips longer than 300 miles. The use of someone else's personal car for business purposes, such as a co-worker, friend or relative is strictly prohibited.

The traveler's personal insurance will be considered the primary policy covering any losses when using their own car. Damage to an employee's personal vehicle while being used for Company business will not be reimbursed.

When an employee's personal car is utilized in conjunction with a business trip or meeting that is undertaken in lieu of driving to their home office, the employee must deduct the number of mile/km associated with their normal commute before claiming the reimbursement.

Reimbursement for the use of the one's personal car will be at the rate set according to government tax guidelines each year. Tolls and parking fees will be reimbursed at the costs incurred. Gasoline expenses for one's personal car are not separately reimbursable (included as part of the government rate).

Group Travel



Definition of a group is 15 or more employees traveling together at the company's expenses to a common event or destination (not necessarily on the same flight).

No more than three (3) Executive Officers may travel together on one aircraft or in one passenger vehicle. Exceptions are at the discretion of the CEO.

The responsible department should begin planning Group Travel and involve the designated travel agency as far in advance as possible. At least three months advanced planning is preferred. Such planning will ensure sufficient time to arrange cost effective transportation and accommodation.

The responsible department must inform the designated travel agency that the event is a group meeting and provide a list of attendees. Group travel arrangements must be made through the designated travel agency. Travel arrangements must be coordinated in full cooperation with the designated travel agency to ensure cost effective and safe travel.

Lodging and Meals

Lodging - General

The designated travel agency must be used to book hotels for the traveler to be reimbursed. Specific hotel accommodations and rates may be negotiated for the major cities where we normally conduct business, and travelers should use these properties unless there is a valid business explanation to the contrary (which must be documented on the expense report).

In the event that a preferred hotel is not defined or available, another intermediate business class quality (e.g. Hilton, Marriott, Sheraton, Hyatt) and price may be used. Employees are expected to select lodging in keeping with the Company standards, appropriate to the situation and location.

Reservations at non-listed hotels to attend conference sponsored by outside organization are an allowable exception. Reservations should be made through the designated travel agency when possible.

In the case of overnight delays, the employee should seek complimentary lodging from the airline. If unsuccessful, the employee may stay in a hotel in keeping with the Company standards, appropriate to the situation and location. Class of room reserved used must be the standard room accommodation, unless the free upgrade is obtained.

Lodging - Class of Service

Class of room reserved must be the standard room accommodation, unless a free upgrade is obtained. The Company does not reimburse travelers for luxury hotel accommodations. The



Company does not reimburse for a suite unless there is valid business purpose (e.g., business meeting conducted in the suite for privacy purposes) or if it is the only room style available. This must be documented in the employee's expenses report.

Lodging - Reimbursement

Late check out fees will be reimbursable only if required by a business necessity, such as using the room to finish work or a late flight departure time. This necessity must be documented on the expense report.

All reimbursements require an itemized hotel bill, showing a zero balance or include a paid credit card receipt.

When completing the expense report all expenses listed on the final hotel bill must be itemized and accompanied with an explanation of each expense.

Laundry and valet service are reimbursable during trips of at least four (4) consecutive nights. For frequent travelers or in emergency situations where personal appearance would suffer, such as in inclement weather, laundry or valet service may be reimbursed in trips of less than four (4) days.

Employees may expense a reasonable cost for remote internet access from their hotel room while traveling on business. However, the use of cost-effective alternatives (cell phone or iPad Hot Spot) should be considered.

In-room movies are not reimbursable.

Meals - General

Meals among office based employees and colleagues are reimbursable if for business purposes and should be kept to a minimum.

All business meals must be recorded on the expense report, detailing the date and place of the event, the business purpose and the name of each attendee. Attendee lists require, at minimum:

- First and last name of each attendee
- Whether or not they are a Health Care Provider (HCP)
- Company names for all non-BeiGene employees

This information must be included with the submitted expense report and the corresponding receipts. These requirements pertain to all business meals including those undertaken at Company sponsored meetings, staff meetings and regional conferences.



Itemized receipts are required for all meal expenses \$25 and greater. The itemized receipt must include:

- A detail of the meals and drinks purchased
- The name of the establishment, date, payment method and amount of gratuity

If an itemized receipt is required, but not obtainable, the submitter must provide a reason in the “Business Purpose” section of the expense report. Itemized receipts are necessary due to the IRS rules on tax deductibility of meals and entertainment.

Communication Expenses

Telephone/Fax

The company offers a stipend to reimburse personal cell phone costs and expects employees who accept the bring your own device policy to use the device whenever possible when traveling. Employees should avoid using hotel telephones, hotel operators or air phones which can have costly surcharges.

While traveling on company business, calls made to an employee’s home will be reimbursed if the calls are made at reasonable intervals and durations. For overseas trips, in view of the higher cost of calls, employees should use good judgement in both length and frequency of calls.

For long distance business calls made from an employee’s home phone the itemized phone bill should be submitted as a receipt and business calls should be highlighted.

Business telephone expenses charged to the employee’s hotel room bill must be separated from room charges and entered in the “Local/Long Distance” category on the expenses report.

For home office expenses, preapproved by a C-Suite executive please refer to the Bring Your Own Device Policy.

Remote Access Charges

Office based employees are not entitled to reimbursement for remote access charges, unless traveling on business in which case they may be allowable pursuant to the applicable sections of this policy.

Travelers should always seek to use the most economical means for network/internet connection.

Cell Phones



Please refer to the Bring Your Own Device Policy

Miscellaneous Expenses

General

Gifts such as flowers, for life events (e.g., births, deaths) to employees are reimbursable up to \$150 with functional VP approval. Monetary gifts, including gift cards, are not reimbursable under this policy.

Charitable contributions and other donations are not reimbursable under this policy. This includes charitable donation made in lieu of flowers for employee condolences, as well as costs associated with charitable events, such as golf outings, luncheons, dinners, etc. Registration fees for charitable events sponsored by the company are not reimbursable through Travel & Expense. Charitable contributions should be requested through the CFO.

Political contributions are not reimbursable. Personal political contributions should never reference the Company.

Supplies purchased for all business meetings require prior approval from the appropriate manager. Expenditures that may be classified as meeting supplies include, but are not limited to, room rental and audio/video equipment rental.

Fees for external conferences, seminars and training classes may be reimbursed if they are job related and approved by the manager in advance.

Postage and mail delivery charges incurred while conducting company business are reimbursable. Company discounts should be utilized when possible.

It may be appropriate for employees to subscribe to, and be reimbursed for, business-related publications, except where available internally. Each subscription should be reviewed for its business purpose by the employee's manager.

Dues and licenses covering memberships in trade, professional and technical organizations are reimbursable where such memberships are used primarily for business purposes.

Expenses related to the purchase of IT equipment including, but not limited to smart phones, tablet computers, or any other IT hardware or software are not reimbursable through T&E. Office-based employees should request these items through their designated



IT department. The only exceptions allowed under the T&E policy are accessories such as chargers, adapters or converters with a value under \$50.

Gratuities

Gratuities associated with lodging, meals, and transportation, if customary and reasonable, are reimbursable. In the United States, gratuities associated with meals should be approximately 15-20% of the bill (excluding taxes).

Loss of Personal Property

The loss of personal property while traveling on business should be reported to the Controller prior to expense reimbursement. Reimbursement will be based on such factors as the business need for the personal property during company business, the value and age of the property, reimbursement by the airlines, credit card provider or other responsible parties, coverage under personal insurance policies (i.e., home-owner's or tenant's insurance) and proper documentation of loss (a police report, airline report, hotel report, or any other document that substantiates the loss).

Team Building Activities

The functional VP must approve all team-building activities. A list of attendees must be included on all expense reports submitted. We expect leaders to plan outings that are reasonable in expense for all activities.

Summary of Reimbursable and Non-Reimbursable Expenses

Reimbursable Expenses

- Air transportation
- Airline baggage fees
- Business related publications, except where available internally
- Car rental and fuel
- Cell phone usage
- Faxes/copies/printing charges
- Fees related to external conference/seminars/training
- Gifts such as flowers, for life events such as a birth or death
- Gratuities (Skycap, bell hop, maid, taxi)
- Hotel internet charges
- Lodging while on Company business
- Itemized, business related phone calls made from home
- Laundry, including pressing or dry cleaning, and in reasonable amounts in unusual circumstances or during lengthy trips (longer than four consecutive business nights)
- Meals including gratuities while on Company business
- Parking and tolls



- Passport and Visa charges, if required to conduct business
- Notary license fees
- Personal auto mileage at current rates
- Postage/Mail delivery services
- Professional memberships/dues/licenses
- Public transportation
- Reasonable hotel health club fees when traveling on business
- Reasonable personal call made when traveling on business
- Remote access charges while traveling on Company business
- Taxis, vans, shuttles, airport transportation
- Travel agency booking and online booking fees
- Wireless internet fees during flights for business purposes

Non-Reimbursable Expenses

It's important the expenditures are handled equitably throughout the organization. To that effect, the following expenses are considered not reimbursable.

- Boarding of pets or pet care
- Car rental insurance (in the US)
- Dependent care expenses incurred for children or elders while an employee is traveling on Company business
- Donations or gift contributions
- Gifts to vendors
- Home telephone/fax lines
- Late penalties for bills (including phone/internet) and credit cards
- Lost baggage and its contents: employees must file a claim through the airlines
- Luggage, backpacks or briefcases
- No-show charges – associate is responsible for cancelling reservations
- Office furniture
- On-star or similar subscriptions in personal cars
- Personal credit card interest
- Personal entertainment
- Personal items (toiletries, smoking materials, haircuts, and shoe shines)
- Personal property delayed in transit or misdirected, as long as it's ultimately recovered
- Repairs, maintenance and insurance of employee owned cars
- Satellite radio systems
- Towing fee for personal automobile
- Traffic tickets and parking violations
- Travel and airline-club memberships
- Travel insurance



BeiGene

Any claimed expense not specifically covered by this policy must be fully explained and supported by a receipt in accordance with the procedures for the completion of expense reports. Any such expense may be disallowed if it is not within the intent of this policy. Expenses may not be reimbursed if they are deemed unreasonable or not business related.

Waiver of Requirements

Unless stated elsewhere, exceptions to the requirements in this policy require authorization in advance. All exceptions require written authorization in advance from the functional VP or higher.