

- Please **type your details** directly on the candidate expense form (*Regeneron is unable to accept handwritten forms*)
- Receipts **must be listed as a separate line** item, except for invoices from hotels
- Ensure all **receipts are clearly legible**, receipts should correspond to the description on the expenses sheet.
- All receipts should be **scanned as a PDF document** and returned together with the completed form via email
- All entries on this form **must be in INR**
- All reimbursement receipt reports must be submitted in INR with an explanation and translation of the foreign receipts and their conversions
- If you have used a **debit card/ credit card** to make a purchase, please ensure you use the exchange rate that your bank has charged you and add the amount appearing on your statement to the form and please supply a copy of your statement as supporting evidence (*Regeneron only need to see the transactions and exchange rate*)

Date	Description	Mileage	Air/ Rail Travel	Hotel	Car Rental/ Taxi Service	Personal Meals	Other (Parking, tolls, etc.)
11/11/2022	Airfare (to and from New Delhi)		10,250				
11/11/2022	Taxi (Airport to Hotel)				1,500		
13/11/2022	Taxi (Hotel to Airport)				1,200		
12/11/2022	Taxi (Hotel to Regeneron office)				550		
12/11/2022	Taxi (Regeneron office to Hotel)				600		
12/11/2022	Lunch					760	
11/11/2022	Dinner					890	
Totals in INR		-	10,250	-	3,850	1,650	

When filling out the below fields on the form, please see below for what is required.

1.

Declaration

I hereby confirm that –

1. I have attached original and correct supporting receipts/ documentation for all expenses, irrespective of the amounts involved.
2. All amounts claimed relate to legitimate business expenses and does not relate to personal in nature.
3. No amounts have been claimed in duplicate, either through multiple expense reports or through multiple modes.
4. All expenses pertain to my travel, are within the permissible limits and I have read, understood and ensured compliance with the Regeneron Non-employee Travel Policy and have approval in advance from Requestor.
5. All expenses have been claimed within 30 days of incurring the same.

Signature of the Non-Employee

2.

Non-Employee's Name:

Permanent Account Number

3.

Mailing Address:

4.

Email Address:

Internal Use Only

Authorized Signature:

Date

Cost Center

Project Code

Location

1. Please review the Declaration and sign the form
2. Non-Employee's name and Permanent Account Number – Non-employee's full name and Tax ID
3. Mailing Address – Non-employee's full postal address
4. Email Address – Non-employee's email address

- * In order for Regeneron to make payment to you, **we need your bank details - bank name and branch, bank account number, IFSC code) in the body of an email from you (not on the form)**. We then send your email directly to Accounts – coming from your email guarantees that they are your bank details. Accounts do not accept or process the expenses **otherwise. (PLEASE DO NOT SEND THEM IN AN ATTACHMENT)**

For auditing purposes, Regeneron must have all receipts and supporting evidence to process your expense claim while incurred on travel.