



Policy and Procedure

Bioventus LLC 1-919-474-6700
 4721 Emperor Blvd. 1-800-396-4325
 Suite 100 www.Bioventus.com
 Durham, NC 27703
 USA

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	1 of 13

Table of Contents

Purpose 2

Scope 2

Personal Responsibility 2

Payment – Corporate Credit Cards 2

Payment – Cash and Personal Credit Cards 3

Required Documentation 3

Candidate Travel and Expenses 4

Individual Employee Travel and Expenses 4

Air Travel.....5

Ground Transportation..... 5

Parking & Tolls..... 5

Rental Cars.....6

Personal Vehicles for Employees that are not members of the Sales Organization 6

Personal Vehicles for the Sales Organization US/Canada...7

Lodging7

Non-HCP Meals (Food & Beverages).....7

Mobile Devices 8

HCP Travel & Expenses 9

Equipment and Software10

Gifts – Employee Performance Awards Only 10

Audit/Monitoring..... 11

Enforcement..... 11

Training 11

Review and Maintenance 11

Exhibit A: Candidate Travel and Expense Policy 12



Policy and Procedure

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	2 of 13

Purpose

The purpose of this Policy is to establish clear and consistent guidance specific to business-related travel and certain non-travel expenses and use of the Bioventus corporate credit card related to these expenses.

Scope

This Policy covers all Bioventus employees as well as any individuals under contract with Bioventus who incur, authorize, or reimburse Company funds.

Personal Responsibility

Employee

Each employee has a responsibility to:

- Read, understand, and adhere to the T&E Policy.
- Submit timely and accurate expense reports (within 30 days of incurring the expense). Expenses not submitted after 60 days from the date the expense was incurred will result in suspension of cardholder privileges.
- Upon resignation or termination, employees must promptly submit all outstanding expense reports. Reimbursement will follow the standard approval process. In cases where expenses are not approved, any adjustments to final pay will be handled in accordance with applicable laws and company policy.
- Each employee should spend the Company's money carefully, judiciously, and in a prudent manner, as if it were your own.

Manager

In addition to the above, each manager has a responsibility to:

- Ensure his/her employees understand and adhere to the T&E Policy.
- Review and if appropriate approve T&E reports on a timely basis (within 10 days of requested approval notification).
- Upon termination of a direct report, ensure that all expenses have been recorded in Concur. If not, the manager should submit the final expense report on behalf of the terminated employee within 10 business days of termination.
- Managers are responsible for all approvals, no delegation of approval allowed.

Payment – Corporate Credit Cards

General

Employees are required to use their corporate credit card for legitimate business expenses related to travel, travel related expenses, and certain business activity as laid out in this policy. Corporate credit cards may only be used by the named cardholder and utilized for business purposes only.

Use of the corporate card for personal expenses is **strictly prohibited**. Bioventus monitors expense activity to ensure compliance with the Global Travel Expense Policy and reserves the right to enforce policy violations through discipline measures ranging from coaching, written warnings, restriction of privileges, and termination of employment.

In the event that the corporate card is accidentally used for a personal expense, you **MUST** indicate as personal expense on the line item on the associated expense report. Personal expenses are deducted from the employee's regular payroll.

Policy and Procedure

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	3 of 13

Credit card activity is monitored, and misuse may result in cancellation of the card and disciplinary action up to and including termination of employment.

If your corporate card privileges are suspended due to lack of compliance with the Bioventus Travel & Expense policy, any business expenses incurred and paid for by personal credit card, cash or other personal source will not be reimbursed without the manager’s approval.

Lost or Stolen Cards

If your card is lost or stolen, you must do the following immediately:

1. Contact the bank that issued the card
 - US - JP Morgan: 1-800-316-6056 / 1-847-488-3748
 - GE,NL,UK, - Barclays: 0044-16-0426-9605
 - Canada - JP Morgan: 001-800-316-6056
2. Send notification to your Manager and bioventuste@bioventus.com
3. Mark any fraudulent or disputed items as such on your expense report. Ensure you have contacted the credit card company and disputed the item – **WAIT** to submit your expense report until after the credit has shown in your expense items.

Payment – Cash and Personal Credit Cards

Bioventus expects employees to use their Corporate Credit card for all reimbursable business expenses. In rare instances, Bioventus will reimburse employees for expenses paid with cash or personal credit card. Any out-of-pocket reimbursable expense will be paid to the employee via payroll. Reimbursement will occur on the next scheduled pay date once the report reaches “extracted for payment” status in concur.

Required Documentation

Employees must submit proper documentation to support expenses.

Each expense must identify:

- The amount, date, location, and description of the expense.
- The **specific business purpose** of the expense – Please provide as much detail as possible.
 - Please do not use – lunch, dinner, meeting, etc. – be very clear – (examples following - Payroll Meeting, ReOrg Meeting, MidWest Sales Meeting, New Hire Meeting, Educational Product Meeting.
- Please use the comment section of the line item to explain any variables or exceptions.
- Receipts should be attached to the corresponding line item in the expense report.
- If the invoice or receipt is not available or is lost, the employee must make a good faith effort to obtain a new receipt/invoice from the merchant.

If the merchant is unable to provide you with a copy of the receipt, you will need to attach a missing receipt affidavit. Use of the missing receipt affidavit is limited to 10 per year; every effort should be made to obtain a new receipt/invoice from the merchant to avoid the use of the missing receipt affidavit.

If the expense includes attendees other than the employee, the employee must also provide:

- The full name, title, and company affiliation of each individual in attendance.

International

- For expenses that include a Healthcare Provider (HCP) attendee, you must submit an itemized receipt regardless of the amount.
- Receipts are addressed to Bioventus company in order to claim local VAT.
- For tax purposes, receipts with no details are not acceptable.
 - Example: VAT, GST, etc. can be deducted for tax reporting purposes if local compliance rules are met, including a legal invoice that includes the expense category, type of tax and



Bioventus LLC 1-919-474-6700
 4721 Emperor Blvd. 1-800-396-4325
 Suite 100 www.Bioventus.com
 Durham, NC 27703
 USA

Policy and Procedure

amount of tax.

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	4 of 13

US

- Generally, except as indicated in this T&E Policy, receipts are required for reimbursement if the expense incurred using the corporate card is greater than or equal to \$25.
- Out of Pocket expenses (business expenses incurred using a personal credit card) require a receipt, regardless of the amount.
- Receipts must be itemized/full details must be included for each expense and tips should be indicated on receipt. Prohibited Transactions and Expenses are not reimbursable.
- For expenses that include a Healthcare Provider (HCP) attendee, you must submit an itemized receipt regardless of amount and include the National Provider Number (NPI), if applicable, using the HDSHCO lookup list in the Advanced Search feature.
 - You will need to include the National Provider Number (NPI) for all US medically licensed HCP attendees. If the HCP is not listed in Advanced Search please consult <http://www.npinumberlookup.org/> or hdsclientsupport@us.imshealth.com or contact Compliance for assistance at Compliance@bioventus.com for assistance before submitting your report
- Itemized receipts are required for **all** HCP expenses regardless of amount.
- Goods or services acquired from unapproved suppliers, or through unapproved order channels or any expense incurred that is not in compliance with the T&E Policy will not be reimbursed.
- Amounts charged to the corporate credit card that do not qualify for reimbursement may be deducted from amounts otherwise payable to the employee through payroll.
- An appeal form to justify and reclaim expense reimbursement can be found on Bionet.

Candidate Travel and Expense

Candidate airfare and lodging should be arranged by the interview coordinator consistent with this Policy. Each candidate should be provided the one-page travel and expense document in Exhibit A prior to their travel for Bioventus.

Individual Employee Travel and Expenses

General

Making Arrangements: All domestic travel reservations should be made directly online through the Company Travel agency. For more complex international travel reservations, employees should call and speak directly with an agent at the Company preferred travel agency.

Car Rental Insurance: All employees are covered through corporate insurance policies and should decline all other insurance for travel.

Foreign Currency: ATM fees assessed for obtaining local currency outside of your home country are reimbursable (receipt required). Employees should change unused foreign currency back to their local currency before departure. Current exchange rates can be obtained on-line from www.oanda.com

Tips and Gratuities: Customary and ordinary tips and gratuities are reimbursable. Any tips and gratuities exceeding 20% are considered excessive and will not be reimbursed.

Passports and Visas: Employees required to travel outside of their home country for business will be reimbursed for visas and passport fees (both new and renewing).



Policy and Procedure

Bioventus LLC 1-919-474-6700
 4721 Emperor Blvd. 1-800-396-4325
 Suite 100 www.Bioventus.com
 Durham, NC 27703
 USA

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	5 of 13

Air Travel

Airfare must be purchased via Concur at least two weeks in advance, unless approved by employee’s manager. Justification for the exception must be documented when submitting the expense in Concur along with email evidence of manager’s approval obtained prior to purchase.

The electronic ticket distribution is preferred for all travel, which Concur will automatically create along with the receipt. For flights on Southwest airlines, a receipt must be manually attached for airfare charges.

- Domestic Travel
 - Domestic Travel is defined as follows:
 - United States & Canada based employees: any travel within the employee’s home country.
 - Employees outside the United States & Canada: any travel within the employee’s home continent and/or region of responsibility.
 - All employee flights should be coach/economy.
- International Travel
 - International travel is defined as follows:
 - United States & Canada based employees: any travel outside of the employee’s home country.
 - Employees outside the United States & Canada: any travel outside of the employee’s home continent and/or region of responsibility.
 - All International travel / flights must be pre-approved, evidenced in email, by your functional Executive Leadership Team member prior to the purchase of an airline ticket.
 - International flights may be eligible for upgrade upon advance approval, evidenced in email, from your functional Executive Leadership Team member.
 - Executive Leadership Team members may upgrade to business class for international travel with their discretion.
 - Airline baggage fees are reimbursable and must be accompanied by a receipt.
 - Employees may choose to stay over a weekend or Saturday night to gain lower airfares provided:
 - The total travel expenses for the cost of the trip is reduced.
 - The financial benefit to the Company of the weekend stay must be documented and approved in advance.
 - Attach preauthorized approval to expense report prior to submitting.
 - Employees should notify the travel agency online in advance when canceling their travel plans.
 - The number of Company personnel traveling together on the same flight should not exceed 3 senior level executives (Vice President or above) or 5 employees from the same cost center.
 - Bioventus does not reimburse airline upgrade fees, airline membership fees, TSA pre-check, or additional travel insurance. If you pay for these services via company credit card – you should itemize this expense line item and mark as personal on report.

Ground Transportation

The **most cost-effective** means available should be used for transportation to and from airports and hotels, as well as for business calls, such as site or client visits. When traveling between home/office and the airport, employees should use a shuttle or taxi service (Lyft or Uber Services included).



Policy and Procedure

Bioventus LLC 1-919-474-6700
 4721 Emperor Blvd. 1-800-396-4325
 Suite 100 www.Bioventus.com
 Durham, NC 27703
 USA

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	6 of 13

- Train/Rail, Lyft or Uber services are acceptable modes of transportation when it is a less expensive round trip as compared to personal mileage plus parking expense.
- When traveling between the airport and hotel, use of shuttle services and courtesy buses is encouraged.
- Car rental is appropriate when it is less costly than personal mileage or a taxi.
- Travelers must arrange rental car reservations through the company travel agency.

Parking & Tolls

Parking and tolls are reimbursed for Company-related business only. If your vehicle is used for both personal and business reasons, you should not link your corporate card to your toll account and submit any business tolls as out of pocket expenses.

Rental Cars

Car rental reservations must be made with Company preferred providers as indicated by the Company travel agency.

Involvement in an Accident: If an employee is involved in a rental vehicle accident, he/she should:

- Contact the rental car agency immediately and complete the appropriate loss and damage forms.
- Report the accident to local law enforcement agencies, if appropriate.
- Report the accident to the employee’s manager who will contact the Legal department for next steps.

Cancellation and Returns: Employees are responsible for canceling rental car reservations through the travel agency.

Personal Vehicles for Employees that are not members of the Sales Organization.

General

Use of personal vehicles on Company business is subject to management discretion. Employees may request to use their personal vehicle for business purposes if it is less expensive than renting a vehicle, taking a taxi, or alternate transportation, including parking. Frequent use of personal vehicles for business is not encouraged.

If personal vehicles are used during the course of business, the employee must have at employee’s own cost, reasonable insurance coverage levels for the protection of the owner/operator and for any passengers and must include standard local coverage for both bodily injury and property damage. Employees must adhere to all applicable state/local vehicle insurance, licensing, and inspection requirements and laws.

Reimbursement for US Mileage

Employees traveling for business in their personal vehicles will be reimbursed at the appropriate tax authority’s standard mileage rate at the time of travel.

To be reimbursed for mileage, the number of miles, date, place and business purpose of the travel must be substantiated and documented (use Concur mileage calculator). Employees who work out of their homes are not reimbursed for mileage that would be considered to be the standard commute to and from their office location. Sample business auto mileage distances are calculated as follows:

Number of round-trip miles required for business trip	130
Number of round-trip miles in standard commute	<u>(50)</u>
Miles eligible for reimbursement	80



Policy and Procedure

Bioventus LLC
 4721 Emperor Blvd.
 Suite 100
 Durham, NC 27703
 USA

1-919-474-6700
 1-800-396-4325
 www.Bioventus.com

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	7 of 13

Reimbursement for International Mileage

Refer to the mileage policy and rate for each country located on Bionet [here](#). This mileage allowance covers all personal vehicle operating expenses, including maintenance and actual fueling costs, with the exception of tolls and parking charges. When claiming personal car mileage, employees need to indicate the purpose of the trip and locations driven for each trip.

Personal Vehicles for the Sales Organization US/Canada

General

Sales representatives are expected to use their personal vehicles daily and maintain required insurance coverage levels for the protection of the owner/operator and for any passengers. The insurance must include standard local coverage for both bodily injury and property damage. Employees must adhere to all applicable state/local vehicle insurance, licensing, and inspection requirements and laws.

Sales representatives may receive certain monthly vehicle expense allowances, stipends, or fuel cards as indicated in their offer of employment, and as a result, none of the expenses covered by these allowances may be submitted for reimbursement. Policy does not allow reimbursement for personal mileage use for Sales Reps, as they receive a car allowance and are allowed to use their corporate card for gas purchases.

Involved in an Accident: If an employee is involved in an auto accident while on company business while operating their personal vehicle, he/she should report the accident to local law enforcement agencies, if appropriate, and to their manager who will contact the Legal department for next steps.

For employees reimbursed via the Motus app, rideshare and fuel expenses are allowed only during approved business travel. These expenses are not permitted within assigned territories.

Lodging

- Hotel reservations must be made through the Company travel agency.
- Expenditures such as in-room movies, games, gift shop items, and other personal items are not reimbursable and should be marked as personal.
- Reasonable laundry and valet expenses are reimbursable if traveling 3 or more consecutive nights.
- Travelers are responsible for contacting the Company travel agency online or the hotel directly to cancel hotel rooms. Bioventus does not pay for No Show lodging fees (unless authorized by Management prior to submission)
- Charges on a hotel receipt must be itemized; meals listed on the hotel receipt require a separate receipt from the hotel restaurant and are subject to the meal limits noted in the non-HCP Meals section of this policy.
-

Private Accommodations in Lieu of Hotels

If, while on a business trip, an employee chooses to stay with friends or relatives in lieu of a hotel, the employee may purchase a dinner or small gift in exchange for accommodations with friends or relatives for reimbursement. Prior approval must be obtained from the employee's direct manager and the cost must not exceed the cost of a single night at an approved hotel for the local market.

Non-HCP Meals (Food & Beverages)

It is Bioventus' policy, with the exception of Germany and the United Kingdom, to reimburse employees for reasonable meal expenses (breakfast, lunch and dinner) incurred while traveling on approved Company business. Individual travel meals, including room service and snacks, should not exceed \$130 including tax and tip (or country equivalent) during a day.



Policy and Procedure

Bioventus LLC 1-919-474-6700
 4721 Emperor Blvd. 1-800-396-4325
 Suite 100 www.Bioventus.com
 Durham, NC 27703
 USA

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	8 of 13

When more than one Bioventus employee attends the same dinner, entertainment event, etc., the highest-ranking employee should pay the bill and report the expenses whenever possible. The daily maximum of \$130, per attendee, includes any daily combination of meals, snacks, beverages (non-alcoholic & alcoholic), tax and tip. Exceptions for high-cost markets allowed with Manager approval. ****Please note this is a maximum, not a per diem****

All meals must be “point of sale” purchases. Cash reloads to mobile meal apps are strictly prohibited and will not be reimbursed.

Germany

Refer to the per diem policy located on Bionet [here](#).

United Kingdom

Refer to the per diem policy located on Bionet [here](#).

Bioventus does not allow for the reimbursement for alcohol consumed during business hours or for social club memberships. Your report will be rejected, and you will be responsible for the expense. While the consumption of alcohol is not recommended for business events, it is allowed if suitable for the occasion, provided that Bioventus expects it is done responsibly and that a high level of professionalism is maintained at all times.

Meeting meals are permitted and reimbursable if they are within the approved limits listed above for travel meals or set in advance by your functional head. Every effort should be made to keep the average cost per person as low as possible.

Mobile Phone Service Allowance

United States

Bioventus will pay for mobile usage through a payroll allowance for eligible employees as a non-taxable payment, as indicated in the respective offer of employment or as identified necessary for business purposes.

- All US field sales professionals are eligible for a mobile phone service allowance.
- All US non-sales employees:
 - Employees hired on and after February 1, 2023, at director level and above are eligible for a mobile phone service allowance.
 - Employees hired prior to February 1, 2023, below a director level, and currently approved for a mobile phone service allowance will continue to eligible for the allowance based on the rate as updated on February 1, 2023.
- US mobile phone service allowance is \$75 per month and is paid in your first payroll check each month. The rate is reviewed on a periodic basis to reflect the market.

International

International employees, excluding Canada, are not eligible for a mobile phone service allowance since Bioventus provides the employee with a mobile phone and service plan.

Canada

The sales team may request 100% reimbursement for monthly mobile usage charges that are business related by providing complete detail of the bill supporting the charges. Reimbursement only covers one mobile phone line (not family lines or additional device lines). If you have family members on your data plan, please divide the data by the number of lines you have. We are not responsible for their lines.



Bioventus LLC
 4721 Emperor Blvd.
 Suite 100
 Durham, NC 27703
 USA

1-919-474-6700
 1-800-396-4325
 www.Bioventus.com

Policy and Procedure

Late fees and reconnection fees are NOT reimbursable.

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	9 of 13

Exceptions

Any requests to have a phone allowance outside the conditions listed above must be approved by your functional Executive Leadership Team member.

Mobile Phone Devices

United States & Canada

All US & Canada Employees who are eligible for a phone allowance are responsible for the purchase and activation of mobile devices and must be in compliance with the Company security policy. Employees who are eligible for a mobile phone service allowance may be reimbursed not to exceed \$1,000 per mobile device per 24-month period, including a 2-year accidental damage/extended warranty.

Accessories are not reimbursable and are considered a personal expense. Employees should forego leasing and pay \$1,000 with your company credit card at time of purchase for devices, and you are not permitted to expense remaining balances. Overages should be considered a personal expense.

NOTE: Phones must be Apple iPhone with a current IOS version or an Android phone with a current and compatible OS version. Due to manufacturer restrictions, Android device type must be pre-approved by Bioventus IT prior to purchase and enrollment in mobile device management. Bioventus cannot guarantee 100% business application compatibility on the Android platform. To initiate installation of the required company software you must call IT Support 1-855-284-8457.

International

Bioventus provides international employees, excluding Canada, with a mobile device and a service plan.

Exceptions

Any requests to have a phone allowance outside the conditions listed above must be approved by your functional Executive Leadership Team member.

HCPs Travel & Expenses

General

In any interaction with HCPs, Bioventus follows the codes published by AdvaMed in the United States,

MedTech Europe in Europe, and similar industry codes of practice in other markets.

In general, Bioventus or its approved vendor should arrange travel, transportation and accommodation for HCP attendees at educational events. As noted above, all HCP-related expenses require an itemized receipt.

HCP Educational Meals (Food & Beverages)

Please refer to the *Bioventus Global Policy, Interactions with Healthcare Professionals* with "Meals with HCPs and Other Transfers of Value". In general, Bioventus may offer food and drink to HCPs when educating HCPs on the safe and effective use of Bioventus products in accordance with their approved uses and understanding of associated medical conditions. The highest ranking Bioventus employee at the HCP event should pay the bill in full, rather than splitting between two or more employees to ensure visibility to the full expense. The maximum amount per attendee, per educational event in the US



Bioventus LLC
 4721 Emperor Blvd.
 Suite 100
 Durham, NC 27703
 USA

1-919-474-6700
 1-800-396-4325
 www.Bioventus.com

Policy and Procedure

are noted below.

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	10 of 13

HCP Meals				
	No additional Approval Needed	With VP and AVP Approval	With CEO, CFO, or SVP and Chief Compliance Officer Approval	
Breakfast	\$ 50	\$ 50	\$	75
Lunch	\$ 50	\$ 75	\$	100
Dinner (After 5 p.m.)	\$ 150	\$ 175	\$	200

The maximum amount per attendee, per educational event in the following international countries are noted below.

HCP Meals - International				
	GE (EUR)	NL (EUR)	UK (GBP)	CA (CAD)
Breakfast	42	45	40	50
Lunch	42	45	40	50
Dinner (After 5 p.m.)	60	75	75	200

All HCP meal expenses must include a receipt and a completed Bioventus Prescriber Meal Attendance Sheet. If the attendance sheet is unavailable, Compliance approval is required prior to submission.

Educational Items

Please refer to the *Bioventus Global Policy, Interactions with Healthcare Professionals* for a detailed discussion of permitted educational items. In general, only Educational Items that have received prior written approval from the Compliance Department may be offered. All such items must benefit patients or serve a genuine educational function.

Equipment and Software

Bioventus does not reimburse for home office furniture including chairs, desks, filing cabinets, etc.

For all IT hardware and software needs, contact Bioventus IT at IT_support@bioventus.com. This includes, but is not limited to, monitors, mice, headsets, printers, scanners, power cables, etc. and all software. These items are not reimbursable without pre-approval from Bioventus IT Support, which must be evidenced via email prior to purchase.

Gifts & Gift Cards

Gifts to reward employee performance, including gift cards, outside of approved HR sponsored programs are prohibited. All employee recognition must follow the [Bioventus Spot Awards & Recognition Program](#).

Gift cards may be purchased for company events (e.g. raffle prizes, trivia winners, etc.). Gift cards purchased for such an event must be < \$25 each, and all employees attending the event must have an equal chance of winning. Employees must obtain approval from their manager prior to purchase; the request must include the name of the event and how the gift cards will be used. The approved request must be attached in Concur along with the receipt showing the number of gift cards purchased and the per item cost.



Bioventus LLC
 4721 Emperor Blvd.
 Suite 100
 Durham, NC 27703
 USA

1-919-474-6700
 1-800-396-4325
 www.Bioventus.com

Policy and Procedure

Any exceptions to this policy must have prior approval from both the Director, Corporate Accounting & Sr. Director, Human Resources - Comp, Benefits & HRIS.

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	11 of 13

Audit/Monitoring

To ensure overall compliance with the T&E Policy, periodic audits of transaction files, HCP interactions, and monthly summaries will occur. The primary purpose of the audit is to monitor and manage the compliance of the policies and procedures referred to throughout this document.

Enforcement

Bioventus monitors expense activity to ensure compliance with the Global Travel and Expense Policy and reserves the right to enforce policy violations through discipline measures ranging from coaching, written warnings, restriction of privileges, and termination of employment.

It is our expectation that all Bioventus employees and those working on our behalf will comply with the requirements of this Policy. Employees are required to report any actual or suspected violation of Bioventus' policies, including this Policy to your manager, Human Resources or Compliance.

Managers/approvers are expected to uphold and enforce this Policy consistently. If a manager/approver knowingly approves or overlooks a violation, they may also be subject to disciplinary action. Accountability applies at all levels to ensure integrity and compliance across the organization.

Bioventus does not tolerate retaliation, including by threats, intimidation or harassment, against anyone who in good faith reports any concerns or possible violations regarding compliance with this Policy. Any employee who retaliates against another for reporting a possible violation of this Policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Training

All Employees are required to receive annual training on this Policy.

Review and Maintenance

The Policy Owner must review this Policy on an annual basis.

Approvals

Author:	Kelly Bistok, Director Corporate Accounting	Date:	02/18/2026
Approved by:	Helen Leupold, Senior Vice President and Chief Human Resources Officer	Date:	02/18/2026



Policy and Procedure

Bioventus LLC
4721 Emperor Blvd.
Suite 100
Durham, NC 27703
USA

1-919-474-6700
1-800-396-4325
www.Bioventus.com

Title: Travel & Expense Policy	PP Number:	GPP23
	Revision:	10.0
	Effective Date:	03/01/2026
	Page:	12 of 13

Revision History

Current Version	Major Changes	Reason for Change
10.0	Various Revisions - 2026	Annual Review
9.0	Gifts, International Travel, Internet	Mid-Year Change
8.0	Mobile Device Eligibility Revision	Clarification
7.0	Various Revision	Annual 2021 Review
6.0	Various Revision	Annual 2019 & 2020 Review
5.1	Mobile Phone Support Revision	Mid-Year Change
5.0	Various Revision	Annual 2018 Review
4.0	Various Revision	Annual 2017 Review
3.0	Various Revision	Annual 2015 & 2016 Review
2.0	Various Revision	Clarification
1.0	The Original T&E Policy	Spin out of Smith & Nephew



Bioventus LLC
4721 Emperor Blvd.
Suite 100
Durham, NC 27703
USA

1-919-474-6700
1-800-396-4325
www.BioventusGlobal.com

Candidate Travel and Expense Policy

Bioventus is very excited to have you advance in our interview process and we look forward to meeting with you in person. This document outlines our guidelines and procedures for travel expenses incurred by any Bioventus candidate as part of the interview process. Acceptance of the Bioventus travel policy is required in order to be reimbursed for interview expenses. If you have a question, please contact the interview coordinator at least 24 hours prior to your travel; otherwise, it is assumed you accept the terms of this policy.

Candidate Responsibility

Candidates are responsible for complying with this travel policy. Bioventus assumes no obligation to reimburse candidates for expenses that are not directly related to the interview process or are not in compliance with this policy. Candidates who do not comply with this travel policy may be subject to delay or withholding of reimbursement.

Receipts

Candidates must maintain receipts for all purchases they are submitting for reimbursement. Copies of the receipts must be submitted within 7 days of your interview date in order to receive reimbursement.

Air Travel

Bioventus will book your coach/economy ticket and any upgrades are not reimbursable. Airline baggage fees are reimbursable and must be accompanied by a receipt. Bioventus will not reimburse candidates for personal items lost while traveling for interviews. The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines.

Ground Transportation

When traveling between home and the airport, candidates should use a shuttle or taxi service (Lycab or Uber Services included). The most cost-effective means available should be used for transportation to and from airports and hotels.

Lodging

Hotel reservations will be made by the interview coordinator however you will be responsible for paying the bill upon checkout and submitting the receipt for reimbursement. Bioventus is not responsible for charges to the hotel room above and beyond the room rate and taxes.

Meals

Bioventus will reimburse candidates for reasonable meal expenses (breakfast, lunch and dinner) incurred while traveling. Individual travel meals, including room service and snacks, should not exceed \$105 including tax and tip (or country equivalent) during a day. The daily maximum of \$105, per attendee, includes any daily combination of meals, snacks, beverages (non-alcoholic & alcoholic), tax and tip.

****Please note this is a maximum, not a per diem****

Telephone and Internet Access

Bioventus is not responsible for telephone or internet access expenses incurred while traveling for interviews.

Emergency/En-route Changes

Candidates must contact their interview coordinator with any emergencies or changes to travel plans.