

## **ATTACHMENT E – CONTINGENT WORKER TRAVEL**

(Last updated: 09/18/2018)

### **1. GENERAL GUIDELINES:**

- Any travel must be approved in advance by the Pfizer Sponsor. For those Contingent/Supplier Workers working as an employee of a Supplier engaged by an SOW, the SOW shall define how travel expenses will be handled and shall serve as evidence of approval of travel expenses. For clarity, for Contingent/Supplier Workers operating under an SOW, the SOW shall outline how travel expenses are handled, invoiced and paid. Generally speaking, SOWs should outline a cap for travel expenses as a percentage of the total value of the SOW to be billed based on actual expenses incurred.
- For Staff Augmentation Contingent Workers engaged through the Contingent Labor Managed Service Provider (“MSP”) or Contingent Worker Payrolling Program, travel expenses are paid for by the Contingent Worker. Once travel has been completed, the Contingent Worker submits a travel expense report to the Supplier for reimbursement. Contingent Workers who were on boarded through the Contingent Labor Managed Service Provider (“MSP”) Program or through the Contingent Worker Payrolling Program submit their expenses to the Supplier via the program’s Vendor Management System (“VMS”).
- The report needs to include the nature of business, the expenses incurred by cost and type with valid receipts for each expense. The Supplier bills are charged back to Pfizer. All such expenses shall be reimbursed at cost; no mark-up shall be permitted.
- The Supplier shall not charge Pfizer for travel expenses incurred for trips between the Supplier’s Offices and Pfizer’s offices if both are located within the same metropolitan area.
- Pfizer Sponsors should not reimburse a Contingent Worker’s business expense through PT&E or any other Pfizer system or provide a Pfizer Travel and Entertainment credit card (i.e. American Express) for their use.

### **2. TRAVEL ARRANGEMENTS:**

- Contingent Workers may optionally use PT&E to book travel provided they are able to access PT&E via Pfizer Single Sign On. Alternatively, Contingent Workers can contact the Pfizer Travel Management Company at U.S. 800-321-8260 or 770-632-6844 to set up a traveler profile and make business travel arrangements over the phone.
- All travel may optionally be booked through these methods to ensure the Pfizer rates are applied and policies are adhered to and to allow Pfizer to track travel to ensure duty of care needs.
- Travel arrangements made through PT&E or through Pfizer’s Travel Management Company are strictly to be used for Pfizer business travel purposes only and not for personal or non-Pfizer related travel.

### **3. BUSINESS EXPENSES**

#### **3.1 AIR TRAVEL**

## Airline Tickets

Contingent Workers may:

- utilize Pfizer’s preferred travel suppliers. Only when preferred travel suppliers are not available should non-preferred travel suppliers be considered and only with the recommendation of Pfizer’s Travel Management Company;
- select the lowest cost flight among the preferred airlines without consideration of airline frequent flyer programs or other incentives;
- select the lowest cost, most direct flight, when booking with the preferred airline;
- allow one hour before and one hour after preferred departure time for flights up to six hours;
- allow two hours before and two hours after preferred departure time for flights over six hours
- purchase restricted, non-refundable electronic tickets as far in advance as possible; and
- consider the use of alternate airports.

Charter flights are not allowed.

Contingent Workers must cancel and/or change airline tickets through Pfizer’s Travel Management Company as soon as their plans change and prior to the travel date on the ticket. Change fees on non-refundable tickets are reimbursable. The value of a non-refundable or partially used non-refundable ticket can be applied towards future travel. Contingent Workers should call the Travel Management Company for guidance on ticket value and re-issuance.

### Class of Service

- First Class travel is not permitted on any flight regardless of duration.
- Economy class is required for all domestic/intra-country flights regardless of duration. For example, a flight from JFK to SFO with a flight time of 6h 15m is considered domestic/intra-country and must be booked in Economy class.  
Economy class is required for all international flights of 6 hours or less (excluding connection and/or layover times). For example, a flight from JFK to MEX with a flight time of 5h 20m must be booked in Economy class.
- Business class is permitted for all international flights where all connecting flights combined to your destination are 6 hours or more (excluding connection and/or layover times).

<b>International Flights taken to destination</b>	<b>Flight #1 Duration</b>	<b>Flight #2 Duration</b>	<b>Class Permitted</b>
1 Flight Example #1	5 ½ Hours	None	Economy
1 Flight Example #2	6 ½ Hours	None	Business
2 Flights Example #1	3 Hours	2 ½ Hours	Economy
2 Flights Example #2	4 Hours	3 Hours	Business

Trade-offs are not permitted. For example, Contingent Workers who are allowed to fly business class may not purchase two economy class tickets instead of one business class ticket. Similarly, Contingent Workers who are allowed to fly business class may not purchase an economy class ticket with multiple stopovers for personal travel instead.

Airlines may offer lower fares in business or first class when the ticket is combined with other legs of a journey, specifically on international trips. The lowest priced ticket will take precedence over class of cabin in these instances. The Travel Management Company will provide these options when available.

## **Baggage Charges**

### Ancillary Fees

- Pfizer will reimburse charges for a maximum of two bags. Excess baggage charges are permitted only if a Contingent Worker is required to carry company materials or if the trip is in excess of 5 business days.
- Pfizer will reimburse seat assignment fees when not included in the base fare.
- Pfizer will reimburse inflight Wi-Fi or air-phones only when there is a compelling and urgent business need for the Contingent Worker to have inflight network or air-phone access.

## **3.2 HOTELS**

All business travel hotel reservations may optionally be made through PT&E or Pfizer's Travel Management Company. If using PT&E or Pfizer's Travel Management Company, Contingent Workers must use a preferred hotel except in the following circumstances:

- There are no preferred hotels available within reasonable proximity of the travel destination.
- The preferred hotels are more expensive than non-preferred hotels at the travel destination.

In the event a non-preferred hotel is necessary, the reservations should be made through Pfizer's Travel Management Company for security reasons.

Contingent Workers attending a registered Pfizer meeting must stay at the designated hotel for that meeting in order to allow Pfizer to facilitate contact and implement effective security measures in case of emergency.

### Accommodation Selection:

- For markets using PT&E (or the designated online booking tool in your market), the Pfizer Standard room rate should be selected.
- Room upgrades are permitted provided they are at no additional cost to Pfizer.
- Contingent Workers will not be reimbursed for meals or gifts purchased in exchange for free accommodation at a friend or relative's home.
- All charges incurred during a particular hotel stay (i.e., daily room rate, tax, meals, etc.) must be itemized on an original statement received by the traveler at the end of the stay. Some countries are eligible for a Value Added Tax (VAT) reclaim. Contingent Workers should ensure that the Pfizer or Pfizer Affiliate name appears first on the final invoice followed by the individual's

name. If an address is requested, a Pfizer business address must be provided.

The following expenses are reimbursable when incurred during a hotel stay:

- Bottled water
- Fitness center or gym fees (within hotel or local)
- In-room movies
- Internet access fees (if not included in the Pfizer preferred rate)
- Laundry/dry cleaning (for all business trips of 4 total days of duration or longer). Local laundromats/dry cleaners can be used when not offered through the hotel or if more economical.
- Meals (room service, restaurants) and snacks (except when provided at Pfizer group meetings)
- Tips (reasonable and customary) for dining, porter, housecleaning, bellhop, or taxi stand service (except at Pfizer group meetings or any other time tips are already included)
- Hotel telephone usage (when required for business activities and only if cell-phone service is unavailable or more costly).
- Hotel Business Center Services (when required for business activities and document preparation).

### **3.3 GROUND TRANSPORTATION**

Ground transportation (train, taxi, car service, etc.) is reimbursable when traveling for Pfizer business. Travelers should exercise good judgment and consider using the least expensive option. Preferred suppliers should be used whenever they exist in a market. Pfizer preferred suppliers can be found on the [Pfizer Travel website](#) under “Ground Transportation.” The following guidelines apply:

- All train travel that is less than 2 hours from origin to final destination must be booked in economy or standard class. Train travel greater than 2 hours may be made in business class.
- Car service, taxis or app based car services, to and from places of business, hotels, airports or rail stations in connection with Pfizer business activities, is reimbursable. Travelers are encouraged to use the most cost effective means of ground transportation regulated by local authorities.
- Ground transportation is permitted at Manager’s discretion when Contingent Workers work after 8 p.m. or if other unusual circumstances exist.
- If available, public transportation, personal vehicle or car rental should be used for travel between Pfizer sites.
- If available, hotel shuttle service to/from the airport should be used.

### **3.4 CAR RENTAL**

All car rental reservations may optionally be made through PT&E, (or the designated online booking tool in your market), or through Pfizer’s [Travel Management Company](#). If using Pfizer PT&E or Pfizer’s Travel Management Company, Contingent Workers must use preferred car rental companies when available ([see preferred ground transportation suppliers](#)) and select a

standard/mid-sized car. Contingent Workers may elect to choose a smaller, less expensive vehicle type. A larger car may be requested when three or more Contingent Workers are traveling together. GPS and Toll Transponder fees are reimbursable at the discretion of the renter, although use of a personal cellphone GPS is preferred if available and allowed by local law. Satellite Radio and other rental car upgrade fees are not reimbursable.

In many countries, including the United States, insurance for collision damage and liability is included in the negotiated preferred rates. When reserving a car, Contingent Workers must verify insurance coverage through Pfizer's Travel Management Company.

The cost of fuel is reimbursable, as well as tolls and parking charges; however, the Company will not reimburse parking tickets or fines for traffic violations.

### **3.5 PERSONAL CAR MILEAGE**

Use of a personal car instead of public or commercial transportation is permitted when traveling for Pfizer business. Mileage must be submitted as part of the travel expense report, and reimbursement will be calculated at the current rate determined by the IRS per mile for mileage incurred. Contingent Workers are expected to provide at least the minimum insurance coverage as required by local law. Tolls and parking charges are reimbursable; however, Pfizer will not reimburse fuel, car washes, commuter-related parking charges, parking tickets, fines for traffic violations, or damage/repair costs incurred when using a personal car for Pfizer business.

### **3.6 MEALS**

In order to qualify for reimbursement, meal expenses must have a valid business purpose and be reasonable for the occasion and location.

Meals are generally reimbursable when working outside normal work hours, defined as past 8:00 p.m. on weekdays or longer than four hours on weekends. Meals, snacks and beverages generally are reimbursable when traveling for Pfizer business.

When submitting expenses for meals, appropriate detailed documentation must be provided, including the date, place, full names of all attendees and company of affiliation, and the business purpose or nature of discussion. The business purpose must be as specific as possible regarding the purpose of the meal.

### **3.7 COMMUNICATIONS**

When a personal cell phone is used for business calls, only those charges in excess of the standard monthly personal charges are reimbursable.

Phone calls made while traveling on Company business should be reasonable with regard to quantity and cost.

Pfizer will generally not reimburse any other sort of Contingent Worker telecommunication costs, such as home internet access, home phones calls, or teleconference costs, unless specifically it is pre-approved and specific only to Pfizer business activities.

### **3.8 OTHER REIMBURSABLE EXPENSES**

The following travel and business-related expenses are also reimbursable:

- Conference registration fees
- Country entry/exit tax or fee, where required
- Individual meals during Pfizer business travel, except when meals are provided at a Pfizer group meeting.
- Tips for skycaps, porters, housekeeping and car service

### **3.9 NON-REIMBURSABLE EXPENSES**

The following expenses are not reimbursable by Pfizer:

- Adult entertainment clubs or any venue that could create exclusionary activity
- Airline executive club membership fees or daily lounge fees
- Airline Upgrades to Business or First Class
- Corporate card late payment fees, cash advances and incidental personal expenses
- Babysitting
- Barber, beautician, spa services or shoe shine or repair
- Commute-related parking charges
- Customs duty on personal purchases
- Clothing purchases or Formal wear purchase, rental and/or cleaning
- Fuel, car wash and damage/repair costs related to use of personal car for Company business
- Employee gifts, including sympathy or life event gifts
- Home sitting, pet sitting or kennel fees
- Newspapers, magazines and books purchased while traveling
- Parking tickets, fines for traffic violations, or charges from lockouts of automobiles
- Personal care items (e.g.: toiletries, medicines)
- Personal vacation packages, personal sightseeing excursions or fees.
- Recreational fees (e.g., golf, tennis)
- Theft, loss or damage to luggage and/or personal effects (reimbursement for these expenses should be obtained from the airline, the Corporate Card or Contingent Worker's personal insurance policy)
- Travel insurance premiums
- Any other expenses identified elsewhere in this policy as non-reimbursable.
- Any other personal and non-business related expenses.

## **4. RESPONSIBILITY**

Contingent Workers are responsible for submitting timely expense reports; providing original receipts when required; ensuring that all expenses submitted for reimbursement are legitimate business expenses in compliance with this Policy and Procedure.

Prior to a Contingent Worker submitting an expense report to his supplier, it is the Pfizer Sponsor's responsibility to review it for compliance with this Policy and Procedure; approving expense reports timely; and delegating approval authority when going on leave or vacation. The approver of an expense report must be the Pfizer Sponsor of the contingent worker submitting the expenses; the delegate must be a management level Colleague senior to the Pfizer Sponsor.