

CONTINGENT WORKER TRAVEL GUIDELINES
(Updated: 10/12/2015)

1. GENERAL GUIDELINES:

- Any travel must be approved in advance by the Pfizer sponsor.
- 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 onboarded 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); all others submit their expense report directly to their supplier for reimbursement.
- 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 travel 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.
- 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 should 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 should 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

- should 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.

Corporate Policy and Procedure #108	Title: U.S. and Puerto Rico Contingent Worker Policy and Procedure
Version # 2.1	Last Updated: 10/12/2015

- should select the lowest cost flight among the preferred airlines without consideration of airline frequent flyer programs or other incentives.
- may never utilize charter flights.
- should select the lowest cost, most direct flight, when booking with the preferred airline.
- for flights up to six hours, should allow one hour before and one hour after preferred departure time.
- for flights over six hours, should allow two hours before and two hours after preferred departure time.
- should purchase restricted, non-refundable electronic tickets as far in advance as possible.
- should consider the use of alternate airports.

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

- Economy class is required for all flights of 6 hours or less.
- Business class is permitted for all flights of 6 hours or more in total duration.
- First class travel is not permitted on any flight regardless of duration.

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

If checked baggage fees are assessed, 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.

Corporate Policy and Procedure #108	Title: U.S. and Puerto Rico Contingent Worker Policy and Procedure
Version # 2.1	Last Updated: 10/12/2015

3.2 HOTELS

All business travel hotel reservations must be made through 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 the Company to facilitate contact and implement effective security measures in case of emergency.

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 Company 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:

- Internet access fees
- Laundry/dry cleaning (for a minimum stay of four consecutive nights)
- Room service (except when meals are provided at Pfizer group meetings)
- Tips for porter and maid service (except at Pfizer group meetings when tips are included on the master invoice)

3.3 GROUND TRANSPORTATION

Ground transportation (bus, car service, taxi and train) is reimbursable when traveling for Company business. Travelers should exercise good judgment and consider using the least expensive option. Preferred Suppliers should be utilized whenever one exists in a market. Taxi service is preferred for airport transfers and local trips with luggage. Pfizer Preferred Suppliers can be found on the Pfizer Travel website under “Ground Transportation”. The following guidelines apply when taking taxi/car service:

- Limousine/car service is not permitted for transportation within New York City. Regular taxi service must be utilized in New York City. This requirement excludes transfers to

Corporate Policy and Procedure #108	Title: U.S. and Puerto Rico Contingent Worker Policy and Procedure
Version # 2.1	Last Updated: 10/12/2015

and from airports as they are more complex and taxis cannot always meet needs based on distance and security.

- If available, public transportation, personal vehicle or car rental must be used for travel between Pfizer sites.

All train travel that is less than 2 hours from origin to final destination must be booked in economy or standard class. For train journeys greater than 2 hours, reservations may be made in business class.

3.4 CAR RENTAL

All car rental reservations must be made through PT&E or Pfizer's Travel Management Company. Contingent Workers must utilize preferred car rental companies when available (Avis and Budget in most countries) 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 travelers are traveling together.

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 Worker must verify insurance coverage through the designated Travel Management Company.

The cost of fuel is reimbursable, as well as tolls and parking charges; however, Pfizer 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 business. Mileage must be submitted as part of the travel expense report, and reimbursement will be calculated at Pfizer's-authorized rate per mile or kilometer. Contingent Workers are expected to provide at least the minimum insurance coverage as required by local law. Tolls and parking charges are reimbursable; however, the 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 Company 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.

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.

Corporate Policy and Procedure #108	Title: U.S. and Puerto Rico Contingent Worker Policy and Procedure
Version # 2.1	Last Updated: 10/12/2015

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.

3.8 OTHER REIMBURSABLE EXPENSES

The following travel and business related expenses are also reimbursable:

- Conference registration fees
- Individual meals, except when meals are provided at a Pfizer group meeting
- Tips for skycaps, porters, maids and taxi service

3.9 NON-REIMBURSABLE EXPENSES

The following expenses are not reimbursable by the Company:

- Adult entertainment clubs or any venue that could create exclusionary activity
- Airline executive club membership fees
- Baby sitting (except when specifically allowed for award trips or other events)
- Barber, beautician, spa services or shoe shine
- Commute-related parking charges
- Customs duty on personal purchases
- Fee for personal credit card or reward programs
- Formal wear purchase, rental and/or cleaning
- Fuel, car wash and damage/repair costs related to use of personal car for Company business
- 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

Corporate Policy and Procedure #108	Title: U.S. and Puerto Rico Contingent Worker Policy and Procedure
Version # 2.1	Last Updated: 10/12/2015

- Speaker honoraria and travel expenses (not an allowable T&E expense)
- Theft, loss or damage to luggage and/or personal effects (reimbursement for these expenses should be obtained from the airline or the Contingent Worker's personal homeowners insurance policy)
- Travel insurance premium

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 Procedure.

Prior to a Contingent Worker submitting an expense report to his sponsor, it is the Pfizer sponsor's responsibility to review it for compliance with this 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.