



CORPORATE POLICY AND PROCEDURE #301
Travel Policy -Third Party

Version: TP1.1

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Pfizer Travel Policy for Consultants and Suppliers

Pfizer may change its travel reimbursement policy at any time and for any reason or no reason, and shall provide Supplier a written copy thereof, whereupon any such new or changed policy shall apply.

General Guidelines:

- Any travel must be approved in advance by Pfizer.
- All allowable expenses must be accompanied by receipts.
- A travel/expense report must be submitted to the Pfizer Project Manager showing the nature of business, the expenses incurred by cost and type with valid receipts for each expense and the people attending.
- All travel/expense reports are sent to:
Global Financial Shared Services (GFSS-Americas-A/P)
PFIZER Inc.
P.O. Box 341805
Bartlett, TN 38184-1805

Travel Arrangements:

- Discuss (and agree upon) travel plans with the designated Pfizer project manager in advance.
- Travel arrangement should be made by Pfizer's authorized travel agency. All air and lodging accommodations should be booked through this method to ensure the Pfizer rates are applied and the application of the policy is adhered to.

Local Travel:

- The Supplier shall not charge PFIZER for travel expenses incurred for trips between the Vendor's Offices, if located in the New York Metropolitan Area, and PFIZER's New York City offices.
- Use of personal auto for travel to/from a meeting will be reimbursed at the current IRS allowable rate per mile based on the miles traveled round-trip (with documentation of actual miles on the travel/expense report), including associated parking fees (with receipt). The current allowable rate per mile is based on the then current IRS guidelines.
- Taxis or car service are allowable when working outside normal business hours. When work in the office is required before 6:30 am and past 10:00 pm, reimbursement is made for a taxi within Manhattan and a car service for travel outside Manhattan.

Air Travel:

- Coach Class is required for all flights with continuous duration of less than 5 hours. Use of Business Class for flights with continuous duration of over 5 hours. First Class is not permitted.
- Air accommodations should be made at least 14 days in advance whenever possible.
- Keep ticket voucher or boarding pass as receipt for reimbursement.

Lodging:

- A standard room size should be booked at all times.

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- It is recommended that a Pfizer preferred hotel be selected, in cities where available. If none is available, select a reasonably priced hotel. The use of 5 star luxury properties is not permitted.
- Room service is permitted, provided there is no meal provided at a Pfizer-sponsored event.
- Obtain a receipt upon check-out.