



Millennium US Supplier Business Travel & Expense Policy

Version 1.0 15-August 2016
Sponsor: Millennium Pharmaceuticals, Procurement

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Effective Date: 22-August 2016

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1. PURPOSE

The purpose of this Policy is to provide Millennium Pharmaceuticals, Inc. (hereinafter referred to as Millennium or Takeda) suppliers with consistent guidelines for cost-effective planning of business travel and entertainment expenses. The Policy also provides guidance to help ensure safe, secure travel.

2. SCOPE

This Policy applies to suppliers and all non-Millennium personnel traveling on Millennium funded business travel. Suppliers will be reimbursed for travel and entertainment expenses only when it conforms to the policy and the expenses are incurred while conducting Millennium business. The Policy does not include [government entities, government officials or health care professionals](#).

Local travel policies may further define specific elements that may be more stringent, but cannot be less stringent than this Policy.

3. KEY PRINCIPLES

- 3.1 Millennium managers and sponsors are responsible to ensure that any supplier business travel expenses reimbursed or paid by Millennium are compliant with this policy and local policy if applicable.
- 3.2 Travel alternatives (e.g. audio, video/web and telepresence conferencing) must be considered before planning a trip and pre-trip approval obtained (as applicable).
- 3.3 Business meetings must be held at a Millennium facility whenever possible.
- 3.4 Travel safely. The traveler may receive information from the Takeda TravelSafe program and is eligible to utilize some of the program resources. For questions or more information contact TravelSafe@takeda.com.
- 3.5 Travel must be booked using Millennium's preferred online booking tool (where available) or the preferred travel agency unless a specific agreement between Millennium and the supplier is in effect. In addition, travel should be booked 14 days or more in advance and changes to reservations should be avoided as



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much as possible.

- 3.6 Millennium-paid Business class travel is allowed if one-way “in-flight” time exceeds 6 hours. If Business class is not available on a segment the Traveler must move to Premium Economy or Economy class (not First class).
- 3.7 Millennium does not reimburse suppliers for any service fees (or any portion thereof) for time spent while traveling to or from the location where the supplier is providing the services.
- 3.8 Personal travel added to a business trip must be pre-approved by the approving Millennium manager. The added cost of personal travel will not be reimbursed.
- 3.9 In case of cancellation, all portions of a trip (air, hotel, ground transportation) must be cancelled in time to avoid penalties.
- 3.10 Expense reporting requirements are designed to comply with Millennium’s standards of internal control and local tax regulations.

4. TRAVEL PLANNING PROCESS

4.1. Reservation Procedures: Online Booking Tool and Travel Agency

- 4.1.1. Travel must be booked using Millennium’s preferred online booking tool (where available) or the preferred travel agency unless specific arrangements or provisions have been made by the parties.
- 4.1.2. The preferred online booking tool must not be used for personal/leisure travel.
- 4.1.3. Where available, use of the preferred business travel agency’s after hours Emergency Travel Service (ETS) should be limited to emergency travel planning needs only.

Long-term Contractors with Millennium Issued ID’s

- Some long-term contractors are included in the Millennium HR feed and have access to Millennium’s approved online booking tool. These travelers must book through Millennium’s approved online booking tool whenever possible.
- For complex international travel, contact CWT (Millennium’s preferred Travel Agency) directly.
- The CWT team can be contacted at **800-968-3032** Monday through Friday: 7:30AM–5:30PM CT.
- After hour calls to the CWT Emergency Travel Service Center will incur an additional fee.
- The CWT team can also be reached by email: Millennium.us@contactcwt.com. Millennium’s

Suppliers and Other Non-profiled Guests

- Suppliers and other non-profiled guests **can be** booked by a Millennium employee who will need to provide:
 - Full legal name as it appears on their government issued photo ID or passport of the traveler
 - Traveler’s mobile phone number
 - Traveler’s email address
 - Traveler’s gender and date of birth (month, day and year – required by TSA)
-only needed if booking air
 - Optional: Traveler’s frequent flyer seat preference



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- Suppliers and other non-profiled guests can also call or email CWT directly with the required information and their reservation will be processed.
- The CWT team can be contacted at **800-968-3032** Monday through Friday: 7:30AM–5:30PM CT.
- After hour calls to the CWT Emergency Travel Service Center will incur an additional fee.
- The CWT team can also be reached by email: takeda.us@contactcwt.com.

5. GUIDELINES AND PROCEDURES

5.1 Safety and Security

- 5.1.1. Prior to travel always visit [TravelSafe](#) for 24/7 global helpline, pre-trip planning tools, destination risk information, and other safety tips.
- 5.1.2. Travelers must not travel to locations where Millennium has placed travel restrictions until they have secured the appropriate trip approvals from Millennium.
- 5.1.3. Ensure all health, safety and security requirements such as passport, visas and vaccinations are in order.

5.2 Air Transportation

- 5.2.1. The lowest logical airfare offered by the preferred online booking tool or travel agency, must be accepted, including restricted or non-refundable tickets when available.
- 5.2.2. All US Continental travel must be booked in Economy class if total “in-flight time” is less than 6 hours one way.
- 5.2.3. Millennium-paid Business class travel is allowed if one-way “in-flight” time exceeds 6 hours. If Business class is not available on a segment the Traveler must move to Premium Economy or Economy class (not First class).
- 5.2.4. Travelers must limit checked baggage and use carry-on baggage if possible to avoid additional fees. For travel up to 3 business nights, Millennium will reimburse the costs associated with only one checked bag fee. Oversized luggage and overweight luggage fees may be eligible for reimbursement if transporting required Millennium materials to and from the destination.
- 5.2.5. If changes are to be made en route, call the Preferred Travel Agency who issued the ticket immediately.
- 5.2.6. Travelers are discouraged from volunteering to be bumped off flights, especially if a lost seat would result in any increased costs to Millennium, such as lost work time.
- 5.2.7. If travel must be cancelled, contact the Preferred Travel Agency pre-trip to cancel. Traveler is responsible for making sure any residual value for tickets cancelled for reasons attributable to Millennium is utilized or credited to future travel required by Millennium.
- 5.2.8. Travelers can enroll in frequent traveler programs and accrue credits provided there is no cost to Millennium.
- 5.2.9. The use of private or chartered aircraft including helicopters for business travel is prohibited.

5.3 Hotel

- 5.3.1. Millennium suppliers are required to use the Millennium’s Preferred Travel Agency to make all hotel reservations.
- 5.3.2. Hotels from Millennium’s preferred hotel program or chain-wide discount programs must be used when possible.
- 5.3.3. Travelers must stay in a standard (single occupancy) room. Any upgrade reimbursement will need to be approved by a Millennium manager.
- 5.3.4. Travelers must consider distance and complimentary hotel amenities (e.g. breakfast, internet) to determine lowest total cost hotel.



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- 5.3.5. Reasonable costs associated with dry cleaning/laundry service, use of mini bar or hotel fitness center may be reimbursable where a per diem is not paid.

5.4 Ground Transportation

Travelers must give consideration to the most cost-effective and locally reasonable mode of transportation to meet business objectives.

5.4.1. Car Rental

- 5.4.1.1. All car rental reservations must be made through the Millennium's preferred Travel Agency.
- 5.4.1.1. Travelers must use preferred car rental companies as defined by the preferred online booking tool or travel agency.
- 5.4.1.2. The most economical car consistent with the business need must be rented. **The Millennium standard is a midsize/intermediate class rental car.**
- 5.4.1.3. When renting from preferred car rental suppliers in the U.S.A. decline Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) insurance since it is included in the rate.
- 5.4.1.4. Travelers must consider using their mobile device GPS or map functionality to avoid car rental GPS fees.
- 5.4.1.5. Travelers should refuel cars prior to returning them to the car rental company.

5.4.2. Rail

- 5.4.2.1. Rail travel provides an alternative and may be practical when price is the same or less than airfare for the same journey.
- 5.4.2.2. Cost of upgrading is not reimbursable.

5.4.3. Other Ground Transportation

- 5.4.3.1. If a personal vehicle is used for Millennium business purposes beyond the normal commute to/from work location the additional mileage is reimbursable. Millennium will reimburse the supplier applying the federal reimbursement rate published by the US General Services Administration.
- 5.4.3.2. When using a personal vehicle for business travel adequate insurance coverage must be in place.
- 5.4.3.3. Fees for parking and tolls while on Millennium business travel are reimbursable.

5.5 Meals and Entertainment

This section does not apply to meals with [government entities](#), [government officials](#) or [health care professionals](#). Refer to Millennium's [Global Code of Conduct](#), [Anti-Corruption Global Policy](#), [Global Policy for Anti-corruption Due Diligence on Third Parties](#), and local Code of Conduct and Compliance Policies for more information.

- 5.5.1. Travelers are reimbursed for the reasonable and actual cost of meals except when a per diem is in place. In most cases the reasonable daily expense is \$75.

5.6 Communication

- 5.6.1. Calls must be made using the least expensive practical option.
- 5.6.2. Local business-related calls and hotel charges for faxes and calling card access are reimbursable.
- 5.6.3. Millennium will reimburse the cost of calls home while travelling except where a per diem is in place.

5.7 Spouse and Companion Travel



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- 5.7.1. Travel expenses for a spouse/companion are not reimbursable unless pre-approved as a valid business expense.

5.8 Other Reimbursable Expenses

- 5.8.1. Passports, passport renewals, visas and other border entry program fees incurred in connection with business travel.
- 5.8.2. Immunizations required for business travel that are not covered under employee health insurance.
- 5.8.3. Lost/stolen baggage, personal funds or property not covered by the traveler's credit card company, airline, ground transportation provider, or personal insurance when accompanied by an official report and after Millennium manager approval.
- 5.8.4. Millennium will reimburse travelers for reasonable Visa and Consular Fees.

5.9 Other Non-Reimbursable Expenses

- 5.9.1. Credit card delinquency fees/finance charges.
- 5.9.2. Automated Teller Machine (ATM) and cash advance fees.
- 5.9.3. Child, elderly care, and pet care/sitting/boarding expenses.
- 5.9.4. Fines for parking or traffic violations/tickets; any fees and/or fines in violation of the law.
- 5.9.5. Home maintenance and house sitting costs.
- 5.9.6. Insurance - Car Rental: Personal Accident Insurance (PAI), Personal Effects Protection (PEP), Additional Liability Insurance (ALI).
- 5.9.7. Licensing and documentation for international driver's permit or international driving license.
- 5.9.8. Medical bills (personal bills).
- 5.9.9. Millennium will not reimburse suppliers for fees associated with Passports, Expedited Immigration and Customs (*i.e. Global Entry, NEXUS, etc.*)
- 5.9.10. Mileage if vehicle or stipend has been provided via Millennium's fleet program.
- 5.9.11. No-Show hotel or car rental charges for failure to cancel a guaranteed reservation unless approved by manager.
- 5.9.12. Personal entertainment (e.g. concert, reading material, movies, sightseeing, sporting event).
- 5.9.13. Personal items or services (e.g. clothing, medicines, toiletries, hairstylist).
- 5.9.14. Repairs to personal automobiles.
- 5.9.15. Toll-road payment transponders initial personal purchase/deposit.

6. EXPENSE GUIDANCE

- 6.1. Compliance will be monitored and audited.
- 6.2. Suppliers may invoice Millennium for reimbursement in accordance with the payment terms reflected in the Master Services Agreement, Statement of Work, Project Work Order or other relevant document. As required by Millennium, suppliers must produce the following information:
 - 6.2.1. Dates and destination of travel
 - 6.2.2. Name of Millennium manager who authorized the trip
 - 6.2.3. Business reason for travel

7. GLOSSARY OF TERMS

- 7.1. **Business class** – A superior level of accommodations on an airplane that is less expensive than First class and more expensive than Economy class.
- 7.2. **Connections** – An occasion when passengers change from one airplane to another.
- 7.3. **Economy class** – The least expensive class of passenger accommodations on an airplane.
- 7.4. **First class** – The best accommodations offered on an airplane.



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- 7.5. **In-flight time** – The total amount of time in the air that it takes to get from point of origin/departure to point of destination/arrival. It does not include layover time when connections are used however in-flight times of all airline flight segments are totaled.
- 7.6. **Lowest logical airfare** – Provides for consideration of business travel requirements and personal circumstances. The preferred online booking tool or travel agency will identify airfare options within 2 hours before and after requested departure/arrival times for domestic flights and 4 hours for international flights. Cost differences are flagged when variance is \geq JPY20,000 or the local currency equivalent per round trip.
- 7.7. **Non-Millennium personnel** – Contractors, outsourced personnel, consultants, strategic partners, candidates interviewing for employment and all other non-Millennium employees. Excludes government entities, government officials and HCPs.
- 7.8. **No-Show charge** – A cancellation fee assessed by the supplier when a reservation (e.g. hotel, car rental, chauffeured car service) is not cancelled in accordance with the supplier's defined cancellation policy.
- 7.9. **Per diem** – A specific monetary allowance Millennium gives a traveler per day to cover living expenses (e.g. meals, personal telephone calls, etc.) when traveling on Millennium business. Travelers do not have to give back any money if they do not use all of the per diem for travel expenses.
- 7.10. **Preferred suppliers** – Suppliers under contract with Millennium offering optimal pricing/terms and conditions.
- 7.11. **Restricted or non-refundable tickets** – Restricted airline tickets carry restrictions to receive the fare being offered. They may be non-refundable, non-reusable, or reusable with an airline fee imposed.
- 7.12. **Sponsor** – Supervisor of Non-Millennium personnel.
- 7.13. **Transient business travel** – Individual business travel versus part of a managed group or event.
- 7.14. **Traveler** – Non-Millennium personnel whose travel expenses are Millennium funded.

8. APPENDICES

8.1. Issuance and Revision History

Effective Date of Change	Revision Number	Summary of Key Changes
22-AUG-2016	Version 1.0	Replaces former Millennium Pharmaceuticals stand-alone supplier policy