



# **Non-Employee Travel Policy**

**Version 7.0**

6/02/17

## Purpose

The purpose of this policy is to establish guidelines for business-related travel and reimbursement of associated expenditures for non-employees travel.

## Policy:

These travel regulations and limitations apply to all non-employees whose travel is paid or reimbursed. All travel must be authorized in advance by a Zimmer Biomet team member. All reports of travel expenditures must be supported by proper documentation and original receipts. Where maximum expense limits are defined, it is expected that travelers will minimize travel expenses where possible. Travelers are responsible for safeguarding Company property and information while traveling.

## Scope

This policy applies to all Non-Employees Travelers (Travelers) who travel on behalf of Zimmer Biomet (Company) and expect to be reimbursed for travel expenses. HCP is not in scope of this policy; see Zimmer Biomet **Guidelines HCP Consultant Travel and Expense Reimbursement**.

This policy applies to all:

- US (NAM) - “NAM” is defined as a U.S. based team member
- EMEA (EMEA) - EMEA” is defined as Europe, Middle East, and Africa based team member
- Canada and Latin America team members

## Travel Agency

All business travel arrangements must be made through the regional approved Company’s Travel Agency (“Company Travel Agency”):

- Travel originating from the **USA** should call Acendas or use Concur Travel. If a travel emergency occurs after a trip has begun, membership code for emergency service is W75.
- Travel organized from **EMEA** should go through the country specific BCD agency in coordination with ZimmerBiomet business partner.
- Travel organized from **Canada** should go through the BCD agency in coordination with ZimmerBiomet business partner.
- Travel originating from LATAM should go through the country specific BCD agency in coordination with ZimmerBiomet business partner.

**US Non-Employee Travelers are required to:**

1. Set-up a Traveler Profile in Concur Travel or with Company Travel Agency prior to initiating business travel on behalf of Company. The Non-Employee is responsible for ensuring their travel profile information is accurate including: credit card numbers, full name as it appears on government issued ID, address, emergency contacts, phone numbers, frequent flyer or frequent car rental membership numbers, and seating preferences.
  2. Book your travel on-line: Non-Employees Travelers that have access to Zimmer Biomet systems will have access to Concur Travel for booking travel. Go to [thecircle.zimmerbiomet.com/Pages/default.aspx](http://thecircle.zimmerbiomet.com/Pages/default.aspx). Concur Travel can be found under Services/Travel and Expense. To reduce costs the Concur online booking tool must be used whenever possible.
  3. Set-up your travel through an agent: See below phone number to book your travel through an Agent. Calls made directly to the Travel Agency should be made during normal business hours. Calls on nights and weekends are available, but are more expensive, and should be avoided whenever possible.
- Changes or cancellations should be made directly through the Company Travel Agency.
  - See below email and phone numbers. Please refrain from using this number on nights and weekends unless it is a true emergency.

Country	Phone	Office Hours	After Hours Phone	Email
US	913-671-7700	7am - 6pm CT Mon-Fri	866-450-0485	<a href="mailto:zimmerbiomet@acendas.com">zimmerbiomet@acendas.com</a>

**EMEA, LATAM, Canada Non-Employee Travelers are required to:**

1. Set-up Traveler Profile with Company Travel Agency prior to initiating business travel on behalf of Company. The Non-Employee is responsible for ensuring their travel profile information is accurate including: credit card numbers, full name as it appears on government issued ID, address, emergency contacts, phone numbers, frequent flyer or frequent car rental membership numbers, and seating preferences.
  2. When traveling internationally, contact Company Travel Agency in advance to understand the passport/visa requirements of your destination country. Some countries require confirmed airline arrangements prior to issuing a visa. Company Travel Services is available to assist individuals in obtaining documentation.
- Changes or cancellations should be made directly through the Company Travel Agency.
  - See below email and phone numbers. Please refrain from using this number on nights and weekends unless it is a true emergency.

County	Phone	Office Hours	After Hours Phone	Email
Canada	1-844-407-9440	08:00ET – 17:00ET Mon-Fri	1-844-407-9440 1-905-507-7832 outside Canada	<a href="mailto:zimmerbiomt.ca@bcdtravel.com">zimmerbiomt.ca@bcdtravel.com</a>
UK	0151-24- 0734	8:30am - 6pm Mon-Fri	0151-24- 0734	<a href="mailto:zimmer@bcdtravel.co.uk">zimmer@bcdtravel.co.uk</a>
Ireland	0151-24- 0734	8:30am - 6pm Mon-Fri	0151-24- 0734	<a href="mailto:zimmer@bcdtravel.co.uk">zimmer@bcdtravel.co.uk</a>
Germany	49 (0) 761-45 55 83 00	8am to 5pm Mon-Fri	49 (0) 421-30 15 41 41	<a href="mailto:travel.zimmer@bcdtravel.de">travel.zimmer@bcdtravel.de</a>
Austria	49 (0) 761-45 55 83 00	8am to 5pm Mon-Fri	49 (0) 421-30 15 41 41	<a href="mailto:travel.zimmer@bcdtravel.de">travel.zimmer@bcdtravel.de</a>
Switzerland	49 (0) 761-45 55 83 00	8am to 5pm Mon-Fri	49 (0) 421-30 15 41 41	<a href="mailto:travel.zimmer@bcdtravel.de">travel.zimmer@bcdtravel.de</a>
Spain	34 93 344 23	8:30am - 7pm Mon-Fri	34 902 995 365 within Spain  34 971 070 551 outside Spain	<a href="mailto:bcn.1531.grupo3@bcdtravel.es">bcn.1531.grupo3@bcdtravel.es</a>
Nordics	46 40 661 2452	8:00 - 6:00p Mon-Fri	46 40 661 2452	<a href="mailto:oresund@bcdtravel.se">oresund@bcdtravel.se</a>
Italy	0422-693928	0830-1930 Mon-Fri	31.20603434	<a href="mailto:zimmer@bcdtravel.it">zimmer@bcdtravel.it</a>
France	0820 200 803	9:00-18:30 Mon-Fri	31 20 603 4300	<a href="mailto:languedoc@bcdtravel.fr">languedoc@bcdtravel.fr</a>
Czech Rep.	00420 224 500 010	8:00am - 6:00p Mon-Fri	31 206 034 344	<a href="mailto:rezervace@bcdtravel.cz">rezervace@bcdtravel.cz</a>
Slovakia	00420 224 500 010	8:00am - 6:00p Mon-Fri	31 206 034 344	<a href="mailto:rezervace@bcdtravel.cz">rezervace@bcdtravel.cz</a>
Poland	00420 224 500 010	8:00am - 6:00p Mon-Fri	31 206 034 344	<a href="mailto:rezervace@bcdtravel.cz">rezervace@bcdtravel.cz</a>
Belgium	32 3 200 56 54	8:00am - 5:00p Mon-Fri	31.20603434	<a href="mailto:zimmerbiomet@bcdtravel.be">zimmerbiomet@bcdtravel.be</a>
Norway	32 3 200 56 54	8:00am - 5:00p Mon-Fri	31.20603434	<a href="mailto:zimmerbiomet@bcdtravel.be">zimmerbiomet@bcdtravel.be</a>
Argentina	54 11 5550 7850	9a to 6p Mon-Fri (ART Argentina Time)	54 11 5550 7788	<a href="mailto:ctd5@bcdtravel.com.ar">ctd5@bcdtravel.com.ar</a>
Bolivia	(591 - 2) 2792828	9:00am - 3pm	(591 - 2) 2792828	<a href="mailto:rosario.flores@bcdtravel.com.bo">rosario.flores@bcdtravel.com.bo</a>
Brazil	55 11 3372-2231	10a – 7p Mon-Fri (BRT Brazil time)	55 11 3372-3242	<a href="mailto:viagens.zimmer@bcdme.br">viagens.zimmer@bcdme.br</a>
Chile	56-2-23778507	9a to 6:30p Mon-Fri (CLT Chile Standard Time)	56-9-66196902	<a href="mailto:zimmer@bcdtravel.cl">zimmer@bcdtravel.cl</a>
Columbia	57 (1) 7956000 EXT 1151	9a to 7p Mon-Fri (COT Colombia Time)	57 (1) 7956000 EXT 1151	<a href="mailto:viajes.zimmer@bcdtravel.com.co">viajes.zimmer@bcdtravel.com.co</a>
Costa Rica	506 2562-7555	9:00am - 3pm	506 2562-7555	<a href="mailto:bcocr2@bcdtravel.com">bcocr2@bcdtravel.com</a>
Mexico	55 9138 3137	8a to 7p Mon-Fri (CT)	01 800 5900 606	<a href="mailto:solicitudeszimmer@bcdtravel.com.mx">solicitudeszimmer@bcdtravel.com.mx</a>

## Air Transportation

Travelers shall make every effort to book trips at least 14 calendar days in advance to ensure the lowest possible airfare and to maximize discounts.

- Travelers are required to book coach class fares.
- The fee for one checked bag is reimbursable.
- Travelers are required to accept the itinerary representing the lowest available airfare with the Company's preferred airlines. If connections are the lowest available airfare, they should be selected unless they add more than two hours to the duration of the trip.
- Airfare will not be reimbursed for trips that could have been driven in four hours or less (one-way). If the round-trip flight is less than the cost of traveling round-trip by car/rail, the team member may choose air as the means of travel. Calculation of the mileage vs the cost of airfare must be included in the expense report as verification of the cost analysis.

## Ground Transportation

### Rental Car

Rental car reservations must be made through the Company Travel Agency using Company designated rental car firms.

- Travelers representing the same supplier and working at the same Company location must share a rental car whenever possible.
- The class of rental car must be Group C / Intermediate or below.
- The traveler is responsible for the costs of operating a rental vehicle and will be reimbursed for daily rental, gasoline, tolls, and parking.
- Rental vehicle must be filled with gasoline prior to returning the vehicle to rental agency.
- Rental Car Insurance:
  - With Preferred suppliers - Insurance for rented vehicles in the US is automatically included when booking with the preferred corporate supplier through the Zimmer Biomet Travel Agency or using the on-line booking tool. Travelers should always decline additional insurance coverage with rental in the US.
  - If the preferred supplier is not available, the traveler should ask for a corporate rate and accept LDW (loss damage waiver) insurance coverage.
  - When traveling internationally, NAM, EMEA, APAC travelers should work with the Company's Travel Agency to ensure proper papers and documentation is obtained for the local laws.
  - In the event of an accident while traveling in a rented vehicle, the traveler should contact the rental car agency directly as soon as safely possible while at the accident site. Contact information should be on the rental agreement or inside the glove compartment of the vehicle.
  - Do not accept the "fuel tank purchase" option when entering into a rental agreement. The "fuel tank purchase" option will not be reimbursed.

- Clearly specify one-way requirements when booking through the Company Travel Agency.
- Rental cars should be used when they are less costly than taxis. The only exception is when the Traveler does not have a valid driver's license.

### **Mileage Reimbursement**

The Company will reimburse Travelers on Company business for mileage and tolls incurred when using a personal vehicle. The traveler will be reimbursed for the business use of their vehicle based on the federal IRS mileage rate for the U.S. and Puerto Rico. This mileage rate covers normal wear and tear of the vehicle, and gasoline. Reimbursement for personal vehicle use is limited to the difference between actual miles driven and the employee's normal daily commute per IRS guidelines.

In EMEA the traveler will be reimbursed for the business use of their vehicle based on the current governmental rate or local applicable/approved reimbursement rate.

In Canada the reimbursement is according to the local Expense Regulations of Zimmer Biomet.

Travelers are responsible for personal vehicle operating costs and any losses resulting from vandalism, accidental damage, collision, fire, or theft during Company related travel. It is the responsibility of the owner of the car to make sure they have adequate insurance in accordance with local laws in the area of travel. Non-insured or under-insured vehicles must never be used for Company travel.

### **Rail**

Rail transportation is acceptable if it is the most effective and economical mode of transportation. Standard class travel is required.

### **Taxis, Shuttles, Public Transportation, and Uber.**

Taxis are an acceptable mode of transportation to and from the airport and within metropolitan city areas. Taxis should be used when they are the least costly method of transportation.

Shuttle services are an acceptable mode of transportation to and from the airport and between hotels and business destination if the service is the least costly method of transportation.

Public transportation (bus, rapid transit, subways, underground, Metro, etc.) is acceptable for ground travel.

Uber is acceptable mode of ground transportation in US, Canada, LATAM

## Lodging

The Company has negotiated preferred rates with mid-priced hotels for travelers. Hotel reservations must be made through the Company Travel Agency or on Concur Travel. The Company has negotiated global hotel preferred rates with mid-priced hotels in most major cities. It is highly suggested that per night room cost be \$150 and under a night except in the listed cities below.

City	Hotel Guideline	City	Hotel Guideline
New York City	\$265	Buenos Aires	\$159
Oakland Ca	\$190	Frankfurt	\$166
In San Francisco	\$250	London	\$300
Washington DC	\$230	Mexico City	170
Boston	\$250	Munich	\$173
San Jose	\$200	Paris	205
Seattle	\$200	Quito	\$201
Los Angeles	\$200	Santiago	236
Chicago	\$200	Seoul	\$185
San Diego	\$175	Shanghai	248
Philadelphia	\$200	Singapore	\$197
Houston	\$180	Stockholm	245
Ponce	\$161	Taipie	\$266
Amsterdam	\$205	Tel Aviv	277
Barcelona	\$165	Winterthur	\$235
Beijing	\$165	Zurich	285

If it is necessary to cancel hotel reservations, the traveler must adhere to hotel deadlines. To avoid no-show charges, reservations must be canceled by calling either the Company Travel agency or the hotel prior to the time indicated on the travel itinerary. When a Traveler cancels a hotel reservation, the Traveler must present the cancellation number with the expense report.

### Long Term Accommodations

Long term accommodation can be used during the period of time when the Non-Employee is working at a Company site, and whenever it is a lower expense to the Company short term lodging. ZimmerBiomet has a list of approved long term provider. Contact Missy Flinn for company's [melissa.flinn@zimmerbiomet.com](mailto:melissa.flinn@zimmerbiomet.com)

Long term accommodation expense must be pre-approved by the Company contact approving the travel in writing.

## Meal Reimbursement

Travelers may incur reasonable meal expenses while traveling on Company business and should not exceed the following limits:

### Meal Limits

- Breakfast \$20 Reimbursable only if not included in hotel room charge
- Lunch \$25 Reimbursable only during actual travel. Lunch is not a reimbursable item when the Traveler is on-site working at Company.
- Dinner \$35

For purposes of allocating meal expense to the appropriate project, Traveler must submit expense only for his own meals.

Tips and gratuities up to 15% of the pre-tax cost of the meal/service will be reimbursed.

Groceries purchase will be allowable only if under the meal limits.

Note that if a per diem is agreed to in Supplier/Zimmer Biomet Contract, (not an SOW) as an alternative to reimbursement for actual meal expenses, no per diem will be paid when Traveler is working from home or from Supplier offices.

## Submission of Expenses/Currency Conversion

All expenses presented will require written approval of the Company contact authorizing the travel.

- Expenses must be itemized and presented with receipts. If receipts are lost or an itemized receipt is not obtained, an explanation must be documented on the Expense Report. The Company reserves the right to request the Traveler to contact the meal vendor to obtain a copy of the itemized receipt prior to reimbursement.
- A copy of the itinerary issued from the Company Travel Agency is required to be submitted with expense report for reimbursement.
- Periodic audits will be performed to ensure Travelers are in compliance with Company policies and procedures.
- Where the Company and a supplier have entered into a fixed price arrangement, travel may not be reimbursed if already agreed it would be in the fixed price.
- Documentation for car rentals must include the following information:
  - Name of traveler
  - Date car picked up
  - Location of pick up/return
  - Name of supplier
  - Number of days rented
  - Amount

- Documentation for lodging must include the following information:
  - Name of traveler
  - Date of first night stay
  - Name and location of hotel
  - Number of nights
  - Amount of allowable hotel expenses
- Travelers must document the origin city, destination city, and business purpose for mileage reimbursement

Travelers must convert all foreign currency to their respective local currency on their expense report. Documentation of the currency method used must be submitted. The exchange rate used to transfer expenses from foreign currency into local currency must be documented by one of the following: Oanda.com or Bank exchange receipt

## Non Reimbursable Expenses

1. Alcohol and alcoholic drinks
2. Airline ticket exchange fees, unless traveler can document that the flight change was caused by Company
3. Airline, hotel, rental car, rail travel not booked through Company Travel Agency Airport parking for car rentals
4. Books, magazines, newspapers, or other periodicals purchased while traveling Business supplies and services including fax or copy fees, postage
5. Limo services
6. Cell phone purchase, home internet service, or personal phone expense
7. Child care or pet expense
8. Charge card fees such as late fees, award/reward program fees, and interest costs Clubs, theaters, golf outings, sporting events, etc.
9. Domestic ATM fees
10. Dues and fees (including country clubs, health clubs, golf clubs, vacation clubs spas, and fitness centers)
11. Expenses without receipts
12. Fines or violations (e.g. parking fines and speeding tickets) "Fuel tank purchase" option when renting a car
13. Frequent stay/frequent flyer membership fees and program points redeemed for hotel charges or airline mileage redemptions
14. Gift Cards
15. Immunizations, vaccinations or other credentialing fees
16. In-room movies
17. In-flight movies and internet service Lost, damaged or stolen luggage mark-ups beyond actual expenses incurred
18. Mileage between Company buildings within the same city Mileage driven as part of an employee's normal commute
19. "No show" charges for hotels or rental cars Non-exchanged foreign currency
20. Personal auto mileage that is greater than the cost of an equivalent flight
21. Personal car wash
22. Personal expenses such as purchase of luggage, briefcases, clothing, medicines, toiletries, parking/speeding tickets

23. Passport or Visa expenses Rental car club membership fees
24. Rental car insurance and other related products including but not limited to GPS, Satellite Radio, Roadside Assistance, car wash. (If rental is with Avis or Enterprise/National under the Zimmer Biomet discount code then insurance is included.)
25. Snacks outside of recognized meal times
26. Tickets purchased with frequent traveler program points will not be reimbursed
27. Fees and tips to fitness center staff, shoeshine services, and any other non-business or non-direct activities
28. Upgrades for aircraft seating, car rental, preferred airport security lines, or hotel accommodations  
Use of air phones on airplanes and pre-installed cellular phones in rental cars
29. Valet parking