



## **2023 North America Award Trip Policy**

**All Business Units**

**Version 1: 1/1/2023**

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## OVERVIEW

This document explains the earned 2023 Award Trip & Guest Policy for colleagues attending award trips in 2024. It includes detailed information pertaining to guests, travel, meals, and other aspects of these award trips. These guidelines apply equally to all award trip attendees, regardless of role (winner, host, or guest).

Although an award trip is a time for recognition and enjoyment, it is also a formal business function. As such, it is mandatory that all Pfizer employees and their guests abide by the policies and guidelines set forth in this document. In addition, it is mandatory for all Pfizer employees and their guest (unless prohibited by age) to participate in any planned activities or group functions.

## POLICY HIGHLIGHTS

<i>Additional detail available in sections following this chart</i>		
	COMPONENT	POLICY
<b>GUESTS</b>	Attendee's Guest	Winners may invite one guest. Guest must be 6 years or older, and may be a current employee of the company. No unaccompanied guests.
	Changing Guests	Changes may be made up to 2 weeks prior to the trip.
	Additional Guests	In addition to their guest, attendees may bring an infant under one (1) year old. No additional guests for winners, headquarter attendees, or hosts are permitted. This includes other children, nannies and personal childcare. No Additional guests above and beyond those permitted under this policy may occupy the same hotel room or be on-site at any award property or event. Noncompliance with this rule will be reported to PX for disciplinary action.
<b>TRANSPORTATION</b>	Air Travel	Must be arranged through travel partner. Any changes must be approved and arranged through the designated travel partner.
	Tickets	Attendee will be provided with the most economical, non-refundable e-tickets available. No upgrades for flights exceeding 6 hours.
	Travel between the Destination Airport and Award Property	Transportation will be provided between the airport and hotel. (Attendees may not T&E their own taxis.)
	Documentation	Attendee & guest passports (and if applicable, notarized letter of consent for children 17 years and under) must be obtained by the attendee. Note: Only colleague document costs can be expensed.
	Car Rentals	Car rentals are not reimbursable.
	Air Travel for Winner from Outside the U.S.	Pfizer pays for winner's travel regardless of the city of origin.
	Air Travel for Guest from Outside the U.S.	Pfizer pays for guest's travel only within the United States.
	Dropping Off Children en-route to the Award Trip	This can be coordinated by travel partner. Additional costs are the responsibility of the attendee.

<b>HOTEL AND ROOM CHARGES</b>	<b>Hotel Room</b>	Each winner and their guest will be provided one standard room. No room upgrades using personal reward programs or funds will be permitted.
	<b>Room Mini-Bar Charges</b>	Reasonable charges are paid by Pfizer on most programs. Please check Program of Events on-site to confirm.
	<b>In Room Movies</b>	One per night. Additional movies at personal expense.
	<b>Internet Connection</b>	Yes, paid by Pfizer.
	<b>Telephone</b>	All telephone usage paid by attendee or expensed if Pfizer business.
	<b>Childcare for Children Attending the Award Trip</b>	Childcare charges incurred at the award trip will be paid by Pfizer following T&E policy.
	<b>Health Club</b>	Yes, paid by Pfizer for attendee and guest.
	<b>Sundries</b>	Sundries (e.g. gifts, magazines, papers, cigars) are personal expenses.
	<b>Tips</b>	Other than tips for personal expenses which are the colleague's responsibility, all gratuities handled by Pfizer.
<b>MEALS</b>	<b>Group Meals</b>	Group meals are mandatory for all attendees. Food and beverage will be provided during all group events.
	<b>Meals while Traveling to/from the Award Trip</b>	Refer to the guidelines outlined in the Meals section of this document.
	<b>Non-Group Meals During the Award Trip</b>	Reasonable charges at the hotel's restaurants will be covered during times that group meals or cash allowances are not provided as part of the trip. If an attendee elects to have any meals outside the hotel property, the meals will be at personal expense and are not reimbursable unless the meal is a dine-around where Pfizer provides a cash allowance. If an attendee has excessive charges on his/her portfolio, they will not be covered by the master bill and must be paid by the attendee. Such charges would include bottles of wine, champagne, room service, cigars, additional spa services, etc.

## GUESTS

The enjoyment of an award trip is enhanced when winners can invite a guest to accompany them on the trip. Pfizer is pleased to offer this benefit on awards trips with the following guidelines:

- Each award winner is permitted to bring ONE guest on their award trip. (Guest must be six years of age or older.)
- An award trip attendee's infant(s), under 12 months of age, may attend in addition to the primary guest.
- Children between the ages of one and five years of age are not permitted to attend.
- Personal babysitters and/or nannies are not permitted to attend, even at the attendee's expense.
- Pets (of any size) are not permitted to attend.
- If a guest is a Pfizer employee, the guest must use vacation days for non-holiday workdays.
- Each award winner and their guest will be provided with an airline ticket and accommodations in one standard hotel room.

- Winners are not permitted to switch guests during the award trip.
  - Only the winner’s registered guest for the award trip will be permitted to reside at the award property, attend group events, and participate in daily activities.
  - Unregistered guests will be asked to vacate the award property.
- No guests permitted at award trip without winner. Additional guests above and beyond those permitted may not be on-site at the award property – even if they are paying on their own.
- The award winner may change his/her guest up to two weeks (14 days) prior to the start of the award trip and costs will be covered by the program. After this deadline has passed no changes will be permitted without leadership approval.
- The award trip will have designated start/finish dates. Winners, hosts, and their guests may only attend the award trip during the award trip dates. If business or personal priorities interfere with attending during the award trip dates, alternate dates will not be permitted. Winners unable to attend their award trip may receive the “in lieu of” compensation where applicable, as specified in the **2023 Annual Awards Governing Rules**, located on Biopharma Operations onDemand.
- Additional Attendees on Award Trips:
  - Only colleagues identified in the separate *Host Policy* documents are eligible to attend in a host role (policy documents are available on Biopharma Operations OnDemand).
  - Additional colleagues who attend an award trip for independent Pfizer business purposes are considered to be attending a business trip. As such, their trip is subject to the current corporate travel policy.
  - All business trip expenses must be expensed through their American Express corporate card, including air, hotel, transportation, and meals.

## TRANSPORTATION

### Air Travel - Ticketing:

- All air reservations must be made through the designated travel partner.
- Winners, hosts, and their guests must register for the award trip by the award trip registration deadline.
- Pfizer has special negotiated rates on several major US carriers and several international alliances; all award trip travel partners have access to these contracts to enable Pfizer colleagues to benefit from these fares.
- All tickets will be zone fares or non-refundable, whichever is most economical.
- All tickets will be electronic tickets (e-tickets).
- Every effort will be made to seat the award winner and his/her guest together. If the travel partner cannot guarantee such seating to a winner and their guest due to an over-sold flight, the Pfizer meeting manager will be contacted before the itinerary is booked.

### Air Travel – Class of Service:

- All tickets are lowest non-refundable economy class regardless of length of flight.
- Attendees may use their own frequent flyer miles or points to upgrade the tickets provided by Pfizer. Any additional costs incurred for these upgrades are the attendee’s responsibility.
- Incremental costs for upgrades are not reimbursable. If an attendee requests an upgradeable ticket, any additional charges will be his/her responsibility.

### Air Travel from Outside the U.S:

- Pfizer Colleague: Pfizer will pay for a winner’s travel regardless of the city of origin. For example, if a colleague is on secondment in China, Pfizer will pay for their travel to/from the award trip location.
  - This policy does not extend to the winner’s guest, only the Pfizer employee.

- Colleague will receive one round-trip coach ticket for the award trip.
- In this situation, the colleague is not be eligible for an upgraded ticket, despite the duration of the flight (6+ hours).
- Guests of Colleague: Pfizer will pay for a guest's travel *once they are within the U.S.* He/she is responsible for the cost to getting to a U.S. gateway state and then Pfizer will cover the cost of their travel to/from the award destination.
  - For example, let's say your guest is coming from Australia:
    - Guest travel to/from Australia/California (guest's expense)
    - Guest travel to/from California/award destination (Pfizer will cover the lowest Coach class fare for U.S. travel)
- Any circumstances which fall outside this policy may be submitted to the Pfizer Meeting Manager for consideration.

### **Travel Documents for International Travel:**

- **Passports and Visas:** Attendees are responsible for obtaining and carrying their passport. They are also responsible for carrying the passports of any minor age guest including infants aged one year or less.
  - Order passports in a timely manner so as not to incur excess rush charges.
  - If a passport is required or recommended, fees related to obtaining a passport (issuance/renewal, photographs) can be reimbursed on the attendees' GCE report.
  - Guest fees related to obtaining a passport are not reimbursable.
  - Attendees can visit <http://travel.state.gov/passport/> to learn how to obtain a passport.
- **Letter of Consent for Guest (17 years old or younger) or Infant:** If a parent is traveling alone internationally with a child aged 17 or younger, he/she must bring a notarized letter of consent from the absent parent stating that he/she is allowing the other parent to bring the child outside of the United States. The letter *must* be notarized and include the dates of travel, hotel address, and phone number of the destination hotel, as well as the contact information for the non-traveling parent.

### **Baggage:**

- **Allowance:** The attendee must pay for baggage charges including overweight, oversized or additional pieces. Colleagues are asked to put these charges on their corporate card and these expenses will be reimbursable through their T&E.
- **Lost or Damaged Luggage:** If an attendee's luggage is lost or damaged in any way, he/she must notify the appropriate airline personnel to file a claim. Any personal damages associated with lost or damaged luggage are not covered by the program or Pfizer

### **Personal Vacation Before / After Award Trips:**

- An attendee may arrive early or stay late at the designated award trip hotel. The trip's travel partner can help with booking at the award property.
- Once the award trip concludes, any charges incurred as a result of extending will be applied to the attendee's personal credit card; they will not be covered by Pfizer.

### **Forced Overnights:**

- If airline schedules from the attendee's hometown do not allow the attendee to arrive at the award trip destination in time for the evening function on the first day of the trip, then the attendee will be provided accommodations at a pre-determined airport hotel en route to the award trip destination.
- The hotel will not be the award trip hotel, and in most cases will not be the same destination. (For example, attendees traveling from California to St. Thomas for an award trip would be overnighted at an airport hotel in Dallas or Miami.)

- These arrangements must be made through the travel partner when the attendee books their flight itinerary. Hotel arrangements made outside of these guidelines will not be reimbursable.
- Attendees who opt to pre-extend or post-extend are not eligible for a Forced Overnight.

**Re-Booking Airline Tickets:**

- If an attendee misses his/her flight for any reason (passport issues, traffic, etc.), then the travel partner will re-book the attendee using the most cost effective tickets available so that the attendee can arrive at the award trip within 24 hours of the original time.
- All requests for changing an airline ticket should be submitted to the Pfizer Meeting Manager for consideration. If changes are requested due to business reasons, then the additional charges must be put on the attendee's T&E report.

**Dropping Off Children En-Route to the Award Trip:**

- These requests will be permitted. For example, if a winner wants to route through Dallas on the way to New York to leave his/her children with family or friends, Pfizer will facilitate this request. Any additional expenses compared to a direct flight will be the sole responsibility of the winner. Pfizer will not pay for the children's airfare.
- Pfizer will reimburse for reasonable childcare expenses for children who are not attending the award trip. These charges may not exceed \$125 per day in total.
- Charges for childcare services are to be expensed on the award winners T&E report and must be approved by his/her supervisor. (Documentation stating the purpose, cost, dates, and signature of the childcare provider must be submitted with other receipts.)

**Religious Requests:**

Attendees who request a specific ticket (different dates, certain itinerary, etc.) due to a religious reason may arrive late or leave early. If the attendee arrives early or stays late then any associated costs (hotel, food on those days, etc.) will be the sole responsibility of the attendee and are not reimbursable.

**Car Rentals:**

If an attendee rents a car during an award trip, these charges and any other associated expenses will be the sole responsibility of the attendee and are not reimbursable through the winner's T&E.

**Driving to an Award Trip Destination:**

Company cars should be used if the attendee is driving to an award trip destination. Parking expenses incurred during the official program dates will be covered under the master bill.

**Travel to/from the Home/Local Airport:**

Company cars should be used for transportation to/from the attendee's home airport. However, when the cost of airport parking outweighs the cost of a taxi/car service, the taxi/car service expenses will be reimbursed. Any tolls incurred in route to/from the airport are also reimbursable. These charges (for the attendee and guest) should be submitted on the attendee's T&E report.

**Travel to/from the Destination Airport/Award Property:**

Pfizer will provide transportation between the destination airport and the award property.

**Travel to/from the Destination Airport/Award Property (outside of official trip dates):** If an attendee arrives before or departs after the official trip dates, the cost of transportation between the destination airport and award property will be the sole responsibility of the attendee and is not reimbursable through their T&E.

### **Travel to/from a Different Property:**

If an attendee pre/post-extends at a property other than the award property, they will not be provided with transportation to/from the Pfizer selected award property. Any additional expenses will be the sole responsibility of the attendee and are not reimbursable through their T&E.

## **HOTEL**

**Rooms for Award Trip Attendees:** Attendees will be provided with one standard room. Room upgrades are not permitted during Pfizer sponsored award trips. Winners may not use hotel points or pay out-of-pocket to upgrade their accommodations during a Pfizer sponsored award trip.

**Sundries:** If offered as part of a trip, expense cards can be used to purchase sundries or gifts. Otherwise, sundries (e.g. health and beauty aids, cigars, magazines, etc.) are a personal expense

### **Childcare for Children Attending the Award Trip:**

- Certain activities may have age restrictions. These guidelines will be clearly posted on the registration website and inside the award trip Plan of Events (POE).
- If an attendee requires or would like childcare during the award trip, the travel partner will assist him/her in making these arrangements through the hotel.
- If an attendee brings a child who is under the age limit for an activity or evening function, he/she must be willing to utilize the childcare services offered through the hotel.
- All childcare arranged by Pfizer will be paid through T&E.

## **MEALS**

### **Group Receptions during the Award Trip:**

Group events are mandatory for all attendees. Exceptions for attendance will be granted if an attendee has taken ill. The attendee is asked to contact the host or meeting manager if he/she will not be attending a group event due to illness.

### **Meals while Traveling to/from the Award Trip:**

Meals for attendees while traveling to/from the award trip are reimbursable and should be submitted on the attendees' T&E report. The daily limit is \$85 per person per day. For partial travel days (e.g., away for breakfast), the limit should be reduced accordingly to reflect the portion of the day that you are traveling.

### **Meals Provided During Activities:**

Some activities provide a boxed breakfast or lunch. Charges for meals during this time are not covered on the master bill and are not reimbursable. If an attendee has excessive charges on his/her portfolio the Pfizer Manager will be informed.

### **Hospitality Suite:**

The Hospitality Suite will have snacks and beverages available every day during the program. Award trip attendees are encouraged to take food/beverages from this area to their room.

### **Mini-Bar Charges:**

Most award trips will allow reasonable charges to the mini-bar. Please refer to the "Program of Events" on-site for confirmation.



## ACTIVITIES

- Each attendee and their guest are permitted one activity per day (excluding arrival and departure days).
- Confirmation: Attendees may change activities as long as no additional charges to Pfizer are incurred as a result. All activity reservations are secured based on your online registration selections. Upon arrival, attendees and their guests are asked to check-in at the Hospitality Suite to confirm their activity schedule. Every effort will be made to honor your selections, but they cannot be guaranteed.
- Cancellation: Please notify the Hospitality Suite prior to the start time if your plans change and you are unable or unwilling to participate in your scheduled activity. Even though you cancel, Pfizer will still have to absorb the expense.
- Other Activities: If you choose to participate in an activity not offered by the award trip, any associated expenses will be the sole responsibility of the attendee or their guest and are not reimbursable through T&E.
- Children on Activities: Policy pertains to children 6-17 years of age and infants 12 months or younger. If an activity normally accepts children/infants they will be permitted, although the reverse can apply to certain activities.
  - Example 1: If a sightseeing tour typically allows infants to attend, then an attendee may bring his/her child or infant.
  - Example 2: If the minimum age to attend a whitewater rafting expedition is 16, then children under this age will not be permitted to attend.

## MISCELLANEOUS

### Attendance Rules & Ability to Attend Trip:

- If a winner is on Short Term Disability, on Unpaid Leave, on Long Term Disability, Retired, not a current Pfizer employee, or on Incident Final Warning at the time of the award trip, then he/she is NOT eligible to attend; if they register and arrive on-site they will be sent home.
- If a winner terminates prior to the award trip, then he/she is not eligible to attend. If they have registered, they must contact the Pfizer Meeting Manager and cancel. If they arrive on-site they will be sent home.
- Winners may not switch trips or defer trips to the following year. If a winner is unable to attend their assigned trip, they may be eligible to receive alternate compensation, where applicable, as specified in **the 2023 Annual Awards Governing Rules**, located on Biopharma Operations OnDemand.
- If a winner was separated and is hired back into a sales position they may attend the award trip (assuming reasonable time to plan for their attendance and that fulfillment of alternate compensation has not been initiated). Such colleagues will attend with the original BU or Sales Team except in cases where that team has been dissolved.
- If a winner was separated and is hired back into a non-sales position prior to receiving alternate compensation, they will be mapped back to their old territory and will travel on that business unit's award trip. (assuming reasonable time to plan for their attendance and that fulfillment of alternate compensation has not been initiated). For example, a WH HSS in San Diego is separated, but is hired back into an HQ marketing position; they would travel on the IM BU's award trip.

### Childcare for Children Not Attending the Award Trip:

- Pfizer will reimburse for reasonable childcare expenses for children who are not attending the award trip. These charges may not exceed \$125 per day.
  - *Important Note: This is a total of \$125 per day – not \$125 per day/per child.*
  - Charges for childcare services are to be expensed on the award winners T&E report and must be approved by his/her supervisor. (Documentation stating the purpose, cost, dates, and signature of the childcare provider must be submitted with other receipts.)

### **Pet Sitters/Boarding during the Award Trip:**

Pfizer does not cover the costs of pet sitters or pet boarding during an award trip.

### **Room Gifts:**

- Receiving Room Gifts: Award winners are eligible to receive room gifts only if they attend the award trip, as they are part of the overall award trip experience.
- Shipment of Room Gifts: If an attendee asks to ship room gifts (or other items) from an award trip site to his/her home, the travel staff can help facilitate this request; however, the expenses (including hotel shipping fees) are the sole responsibility of the attendee.

### **Taxation for Annual Award Trips:**

- Please refer to the taxation section of **the 2023 Annual Awards Governing Rules**, located on Biopharma Operations onDemand.

## **MEDICAL CARE / MEDICAL EMERGENCY**

- Attendees are instructed to bring their health insurance card.
- In the event of an emergency the attendee should call 911 or the local emergency number.
- In the event an attendee seeks medical attention, any associated costs (including transportation) are not covered under the program or Pfizer.
- It is the responsibility of the Pfizer attendee to notify PX and his/her manager.

## **ACT OF GOD POLICY**

If weather, airline problems or any other “Act of God” incident causes disruptions in the travel to or from an award trip, please follow these guidelines:

1. For attendees who attend the trip, but are delayed in arriving at an award trip destination due to causes listed above:
  - Attendees may not extend their stay to cover missed days.
2. For attendees who are unable to reach the award trip destination at all due to causes listed above:
  - Award winners may receive compensation “in lieu of” attendance where applicable, as specified in the **2023 Annual Awards Governing Rules**, located on Biopharma Operations OnDemand. Colleagues will not receive room gifts.
3. For attendees who attend the trip, but are delayed in departing the award trip destination (on departure day) due to causes listed above:
  - Advise the Pfizer Meeting Manager immediately.
  - If necessary, Pfizer will provide overnight accommodations at the most economical and convenient location.
  - Call the trip’s travel partner to make your change on airline reservations. The program budget will cover these change fees.
  - Pfizer travel day meal policy (\$85 per person per day for full day) will apply and should be expensed through your T&E.
4. Attendees who extend their stay (after the award trip has concluded) who are delayed in departing the award trip destination after the award trip has concluded due to the causes above:
  - Advise the Pfizer Meeting Manager immediately.
  - Since extensions are considered “vacation/personal” time, any airline change fees and meals will not be covered and are not reimbursable through T&E.

Attendees who cancel for health or personal reasons are not covered under the “Act of God” policy.