



**Millennium Pharmaceuticals, Inc.**  
40 Landsdowne Street  
Cambridge, Massachusetts 02139  
617.679.7000  
[www.millennium.com](http://www.millennium.com)

## **Supplier Travel Expense Guidelines**

### ***Introduction***

Millennium's overall objective is to direct travel and entertainment related expenditures within an environment that promotes fairness, consistency and convenience to travelers. Millennium's Travel and Entertainment Policies and Procedures were developed in accordance with Internal Revenue Service (IRS) requirements, with the assistance of corporate travel agencies and by benchmarking travel policies of Millennium's corporate partners and other Fortune 500, academic and biotechnology organizations.

Millennium will reimburse you in accordance with the following guidelines for reasonable and actual travel and living expenses authorized in advance by Millennium in writing and incurred solely in connect with services furnished under Agreement with Millennium. 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. This document describes Millennium's expense treatment of travel, entertainment and business expenses in normal business situations.

When traveling on Millennium business, you must use Millennium's Corporate Travel Agency. They can be reached from outside at 617-551-8888 or toll free at 888-674-2874. The office is staffed from 8:30AM to 8:30 PM Monday through Friday. They can be reached via e-mail at [travel@mpi.com](mailto:travel@mpi.com). In an emergency you can reach the Millennium Travel Agency After Hours Number posted on your itinerary and listed on the Millennium Travel Agency voicemail. This number should be used in emergency after hour's situations only. International emergency numbers will appear on international itineraries.

### ***Reimbursable Expenses***

#### **Airline Travel**

##### ***Coach Economy Class and Business Class***

Suppliers must fly coach/economy class to all domestic and some international locations. Flights within the US or within the same continent are not eligible for business class booking. Travelers may fly business class on any intercontinental flight in the instances with prior written approval by Millennium as noted below. No changes will be made in the travel budgets or the company's overall allocation of funds for travel. Suppliers may fly Business Class in the following instances with pre-approval from Millennium in the case where Supplier's physical condition somehow limits their ability to travel in coach class or for flights over 10 hours (Far East).

##### ***Airfare Guidelines***

Millennium's air travel policy is to reserve and purchase the lowest logical coach class/economy class airfare within a 2 hour window of the requested arrival and or departure time. Airline reservations should be made as far in advance as possible to take advantage of discounts associated with advance purchase. Booking of lowest logical fare will be monitored and reported on. Whenever possible, the Supplier should avoid making changes to airline reservations prior to travel.

##### ***Changes En Route to Airline Reservations***



**Millennium Pharmaceuticals, Inc.**  
40 Landsdowne Street  
Cambridge, Massachusetts 02139  
617.679.7000  
www.millennium.com

## Supplier Travel Expense Guidelines

Changing airlines while en route can dramatically increase the cost of the airline ticket. Whenever possible, the Supplier should travel with the same airline as ticketed and use the original ticket. If changes are to be made en route, please call the corporate travel agency who issued the ticket immediately.

### *Denied Boarding Compensation*

Suppliers are discouraged from volunteering to be bumped off flights, especially if a lost seat would result in any increased costs to Millennium.

### *Obtaining Credit for Unused Airline Tickets - Cancellations*

If the Supplier cancels a trip the Supplier must immediately notify the corporate travel agency and return any unused paper tickets (if applicable). It is the responsibility of the traveler to notify the corporate travel agency to cancel reservations if they are no longer required. Any charges incurred due to cancellation of an airline ticket are the responsibility of the Supplier. A nonrefundable ticket can usually be used toward the purchase of another non-refundable ticket, provided the change is made before the original travel date. Please check with the Millennium Travel Agency regarding rules for ticket cancellations.

### *Frequent Traveler Points and Awards*

Millennium will not reimburse Suppliers who select higher priced airfares for the purpose of accruing frequent flyer awards and benefits. All frequent flyer mileage/points may be used by Suppliers at their own discretion.

## Lodging

### *Lodging Policy*

Suppliers are required to use the corporate travel agency to make all hotel reservations. Suppliers must stay at Millennium's preferred hotels as identified by the corporate travel agency. The travel agent will compare rates and availability to obtain the most reasonable accommodations. When no negotiated rates in a particular city are available, Millennium's travel agency will seek other properties that are equal or less expensive. The corporate travel agency will provide the hotel information on the itinerary along with a written confirmation number. The table below shows the maximum allowable amount a traveler will be reimbursed for hotel lodging per night.

Location:	Limit
Cambridge, MA	\$210.00
San Francisco, CA	\$200.00
New York, NY	\$280.00
San Diego, CA	\$200.00
Washington, DC	\$250.00
All Other Locations	\$175.00

Millennium also has negotiated with extended stay properties. Suppliers are required to stay at one of the extended stay properties for business travel more than seven days but less than thirty days in duration. Stays exceeding thirty days may require additional review for most practical property.



Millennium Pharmaceuticals, Inc.  
40 Landsdowne Street  
Cambridge, Massachusetts 02139  
617.679.7000  
www.millennium.com

## Supplier Travel Expense Guidelines

### *Canceling Hotel Reservations*

All reservations are guaranteed. It is the responsibility of the traveler to ensure all reservations are canceled if they are no longer required. The traveler must contact the Millennium Travel Agency to cancel the reservation or contact the hotel directly. Guaranteed room charges incurred due to cancellation are the responsibility of the traveler. Always obtain a cancellation number or document the name of the individual you spoke with at the hotel.

### **Ground Transportation**

#### *Automobile Rental*

All car rental reservations must be made through one of the contracted corporate travel agencies. Millennium has contracted with a preferred car rental agency to provide rental car services in the US. To obtain the preferred rates please contact the Millennium preferred Travel Agency to book. Suppliers are required to rent a mid size car. Suppliers should also refuel cars prior to returning them to the car rental company.

Rentals of convertibles, sport cars, off-road vehicles or motorcycles are not allowed and will not be reimbursed by Millennium.

#### *Use of Personal Vehicle*

Millennium will reimburse the Supplier for the use of a personal vehicle for business purposes (not applicable to normal commutation) by applying the federal reimbursement rate which can be found at: <http://policyworks.gov/org/main/mtlhomepage/mtlpov.htm>, plus tolls, charges acquired during the trip can also be submitted for reimbursement. The reimbursement amount is designed to cover the variable cost of operating the automobile for company business (gas, some depreciation, wear and tear). Millennium does not compensate for insurance, registration fees, license fees, etc., as these costs would be incurred if the automobile is used for company business or not.

#### *Limo/Chauffeured Car Service*

Suppliers are asked to use judgment in determining the cost effectiveness of using shuttles or taxis versus renting automobiles or obtaining mileage reimbursement and airport parking charges. Chauffeured services/limos are not authorized for reimbursement.

### **Business Meals and Entertainment**

The IRS defines business meals as only occurring before, during or after a business discussion, or under conditions where the recipient would reasonably know that the object of such entertainment is to further business relations. Entertainment includes the cost of meal/drinks you provide to a customer/client whether the meal is a part of other entertainment or by itself. A meal expense includes the cost of food, beverages, taxes, and tips for the meal. To deduct an entertainment related meal you and your guest(s) must be present when the food or beverages are provided. In planning entertainment for Millennium guests all efforts should be made to provide reasonable meal and entertainment arrangements. The general recommended guideline



Millennium Pharmaceuticals, Inc.  
40 Landsdowne Street  
Cambridge, Massachusetts 02139  
617.679.7000  
www.millennium.com

## Supplier Travel Expense Guidelines

is not to exceed \$75 per person including tax and tip. Casual meals between co-workers generally are considered personal and non reimbursable even though some business discussion may take place.

Meals and Entertainment will only be reimbursed on approved expense reports with attached receipts. The expense report must detail each expense with the date, the name and location of the eating establishment, the reason for the business meal and the names and company of all employees and guests in attendance.

Expenses for the meals incurred during out-of-town travel are reimbursable by Millennium. Suppliers are expected to limit spending for meals to \$50 per day. Meals will be reimbursed only on approved expense reports with attached receipts.

### Expense Account Detail

You may invoice Millennium for reimbursement by including the following on an attachment with your invoice:

- Dates and destination of travel
- Name of the Millennium manager who authorized the trip
- Business reason for travel
- Explanation of the out-of- the-ordinary amounts claimed; e.g., name(s)of individual(s) attending a luncheon if they have not paid for their own portion and claimed it individually.

### Receipts

An itemized receipt (copy acceptable with original retained by you) must substantiate lodging costs, airline travel, rental car and any other reimbursable expenditures.