

ASTRAZENECA GLOBAL POLICY and STANDARDS

BUSINESS TRAVEL

THIS DOCUMENT SETS OUT THE REQUIREMENTS FOR MANAGING BUSINESS TRAVEL. THIS DOCUMENT ESTABLISHES MANDATORY REQUIREMENTS AND RECOMMENDED PRACTICES FOR ALL ASTRAZENECA EMPLOYEES INCURRING BUSINESS TRAVEL & INTERNAL MEETINGS, FOR THE BENEFIT OF ASTRAZENECA.

Who are these Policy and Standards for?

Each employee of AstraZeneca, is required to comply with the Policy. It sets out your responsibilities and the role you have before & while travelling.

INTRODUCTION

PURPOSE STATEMENT

The Business Travel Policy and Standards (referred to as the Policy) set out the requirements for managing business travel. This document supports the Safeguarding Company Assets Policy.

WHAT ARE THE ASTRAZENECA BUSINESS TRAVEL POLICY AND STANDARDS?

This document establishes mandatory requirements and recommended practices for all AstraZeneca employees incurring business travel and internal meetings for the benefit of AstraZeneca. The policy provides standards to be followed before, during and after travel. Policy scope does not include any “commuter” travel to/from your regular place of work e.g. sales rep self-drive travel.

The Global Travel Policy is owned by the EVP, Operations and managed by the Global Commercial Lead, Business Travel (Procurement)

The purpose of this policy is to:

- > Ensure all employees have a clear and consistent understanding of policies and standards for business travel.
- > Ensure all reasonable expenses are covered and no employee is left “out of pocket” to support their daily work.
- > Provide business travellers with a reasonable level of service, comfort, personal health, safety and security at the optimum cost.
- > Maximise AstraZeneca’s ability to negotiate discounted rates with contracted suppliers and reduce travel and related expenses, including the utilisation of:
 - The AstraZeneca appointed business travel and meeting management companies

- The Corporate Card Programme
 - The contracted suppliers such as Airlines, Hotels, Car Rental and Rail Companies
- > Ensure that all authorised expenditures meet and comply with the AstraZeneca Code of Conduct and all requirements for the most favourable tax and expense treatment for AstraZeneca.

Business units may, at their discretion, impose greater control than required by this policy but never less. Any differences will be highlighted in local or SET level standard, with prior Global Policy Owner approval.

WHO MUST FOLLOW THE POLICY?

Each employee of AstraZeneca is required to comply with the Policy. It sets out your responsibilities and the role you have before, while and after travelling.

The line manager is responsible for ensuring compliance to the Policy in advance of any expenses occurred.

Contractors, consultants, and suppliers may be governed by separate requirements per individual contract. Contracts (and associated templates) should be aligned with the Policy limitations. Any request for reimbursement of travel-related expenses incurred by a non-employee must be submitted in invoice form to AstraZeneca; subject to the authorisation requirements of any third party invoice received by AstraZeneca. The invoice must detail the nature of the travel, the department for which travel was undertaken, the itinerary for the travel period and supporting documentation.

Non service providers who are external stakeholders, for example Health Care Professionals or Government Officials, who receive Travel and Expenses from AstraZeneca (generally to attend Company meetings or independent congresses) should comply with the relevant section of the Global Standard on Meetings.

Service providers who receive Travel and Expenses from AstraZeneca should follow the same principles as employees as stated in the Global Standard on Engaging Third Parties and covered in this policy.

Both of these standards can be found on the Portal under the Ethical Interactions Global Policy.

HOW DOES POLICY COMPLIANCE AND EXCEPTION REPORTING WORK?

This Policy provides very clear requirements and related guidance on the expectations of you as a traveller at AstraZeneca. You will find three levels of expectation throughout this Policy which can be summarised and should be practised as follows:

- > **“MUST”** You must follow these Policy requirements, or obtain advance SET member exceptional approval. Any failure to comply will be fully investigated and appropriate action taken. Wellbeing and safety requirements do not require SET member exceptional approval. The assumption is made that you would personally want to follow these requirements for your own wellbeing and safety.
- > **“EXPECTED”** You are expected to follow these Policy requirements, any exceptions will be reported to SET periodically
- > **“SHOULD”** You should follow these Policy provisions, they are provided as guidance of best practice.

AstraZeneca Global Financial Services (GFS) will audit expense reports on a regular basis to ensure expenditures are reasonable, justified, properly documented and in compliance with travel and all other relevant policies. Findings reports and recommendations will be submitted to Senior Management.

Abuse of this Policy including non compliance, falsifying expense reports to reflect costs not incurred by the employee, or falsifying business purposes or expense types, may be subject to disciplinary action up to and including dismissal. Please refer to country of employment Disciplinary Principles.

RESPONSIBILITIES - WHO SHOULD I APPROACH WITH ANY QUESTIONS?

You should read, understand and follow this policy and any additional related guidelines established by your specific business unit or country. If any aspect is unclear, it is your responsibility to seek clarification from your line manager. If, as a line manager, you have questions then please contact globaltravelpolicy@astrazeneca.com

- > AstraZeneca Travel Service (AZTS) is responsible for the content of this policy, the booking procedures, monitoring compliance to the policy and travel supplier contracting and management.
- > Global Financial Services (GFS) is responsible for the expense management process, systems and expense audit.
- > Global Procurement Conference Category Team is responsible for the content related to internal meetings, booking procedure, monitoring compliance and meeting supplier contracting and management.
- > The AstraZeneca Appointed Travel Management Company (AZ TMC) and the AstraZeneca appointed Meeting Management Company (AZ MMC) are responsible for booking travel arrangements according to the policy and for tracking and reporting any deviation from policy, even if approved as an exception.
- > The Travel Demand Board is responsible for the periodic review and maintenance of this policy. The group consists of a cross-functional/SET team of subject matter experts and stakeholder representatives.

1. STANDARDS FOR TRAVEL ARRANGEMENTS

This section describes the basic rules and processes for planning, and booking Business Travel as well as how to pay for business travel and related expenses.

YOUR RESPONSIBILITIES	ADDITIONAL INFORMATION
<p>1.1 You are expected to consider alternatives to travel</p>	<ul style="list-style-type: none"> > Only essential travel that adds justifiable value to the business compared to alternative methods of communication is allowed. > Virtual meetings (web meetings, tele- and video-conferencing) are effective alternatives to travel that not only support better work life balance but also represent an opportunity to significantly reduce travel costs as well as having a positive impact on the environment. Therefore it is always the first and preferred method of interacting at AstraZeneca.
<p>1.2 As a traveller you are expected to create and maintain an up-to-date traveller profile</p>	<ul style="list-style-type: none"> > The profile form should be completed on-line (see your local travel portal) where available, or completed manually obtained through contacting the AZ TMC. > The profile contains mandatory information that you need to populate. > It is critical that you complete the personal contact information section in your traveller profile in case of an emergency. > Certain destinations have mandatory entry requirements that must be submitted in advance of travel. The TMC can support you on this requirement.
<p>1.3 All travel must be approved in advance</p>	<ul style="list-style-type: none"> > There are 2 options for pre-approval, this will be confirmed per SET area which option is relevant to each individual employee: <ul style="list-style-type: none"> • Option 1: All requests for travel must be pre-authorised by either the automated pre-trip authorisation process, where available, or manually via your line manager. • Option 2: Travel approval is delegated via the budget process and therefore individual trips do not require approval. > In the event that changes are necessary to previously authorised travel and where the cost of trip increases, you must notify your line manager through the same means as the original authorisation (for SET areas using option 1)
<p>1.4 You are expected to make travel reservations at least two (2) weeks prior to intended departure</p>	<ul style="list-style-type: none"> > This is to ensure the best possible rates. > Business need may dictate a requirement for flexibility with advance booking; this should only be used in exceptional circumstances with Line Manager approval.
<p>1.5 You must book all air, rail, lodging, rental car, including en-route changes, through the designated booking tool/process/Travel Agency to ensure budgetary control, Manager visibility and traveller security tracking.</p>	<ul style="list-style-type: none"> > Book via the AstraZeneca's online booking tool (AZ OBT) where available. > Contact the AstraZeneca Travel Management Company (AZ TMC) only when the AZ OBT is not available or your trip includes stops in multiple destinations. Please note that a higher transaction fee may result. > To book rental cars, taxis, car services or inter-city rail please refer to local travel intranet pages for booking process. > Reservations made through alternate sources, including internet- and supplier-direct bookings, are not permitted. The only exceptions would be <ol style="list-style-type: none"> 1) If the traveller were attending a congress or convention, or an offsite meeting where lodging is booked centrally as a group. In this case, it is the traveller's responsibility to provide the hotel/lodging details to the AZ TMC for tracking purposes. 2) In an emergency situation to ensure immediate convenience

	<p>and safety</p> <p>3) A traveller is staying with a friend/colleague</p> <p>4) Required in transit expenses such as airport trains, meals and taxis</p> <ul style="list-style-type: none"> > All changes to plans or itinerary while en-route should be made through the AZ TMC at the contact information provided on the traveller's itinerary, whenever possible this should be done during regular business hours. > The AZ TMC 24hrs service should only be used when you need to make emergency travel arrangements where tickets are required immediately or before the next business day or for changes whilst en route after normal business hours. > The AstraZeneca approved booking process ensures systematic tracking of all Company travel reservations while providing comprehensive information regarding employees "in transit" status. This is especially critical during times of emergency when the need exists to determine the whereabouts of AZ travellers.
<p>1.6 You are expected to book the lowest logical rate</p>	<ul style="list-style-type: none"> > Booking lowest logical rates applies to all travel categories – air travel, lodging, rail, ground transport, rental car. > Use your judgement to assess the total trip cost to ensure best value to AstraZeneca and least impact to travel time. > You are not expected to accept inconvenience in terms of travel time and location to save costs, e.g. fly indirect when a non-stop flight exists or to compromise your personal safety and security at any time. > The lowest rate in the majority of cases will have restrictions. You are expected to manage your travel plans to take advantage of the cost benefits of restricted tickets.
<p>1.7 Your travel arrangements must be made without consideration of Frequent Traveller Programmes and Airline Club Memberships</p>	<p>You may retain frequent traveller programme benefits for personal use if local tax regulations allow. Please check your local HR portal for benefit implications.</p> <ul style="list-style-type: none"> > Participation in these programmes must not influence the travellers choice, which would result in incremental travel cost > The traveller is responsible for the record keeping, redemption and income tax implications of programme rewards; neither the AstraZeneca Global Travel Team nor the TMC will intervene to resolve any frequent traveller programme concerns > Enrolment, participation and management of these programmes are the employee's responsibility. > Any membership costs associated with a frequent traveller programme are not reimbursable by AstraZeneca. > Airline lounge/club membership costs are not reimbursable unless exceptional Manager approval is received due to high volume travel with no supporting airline lounge access.
<p>1.8 You must use the AstraZeneca Corporate Card to pay for all business travel and expenses whenever it is accepted</p>	<ul style="list-style-type: none"> > Personal use of the Corporate Card is prohibited. > AstraZeneca will reimburse employees for all reasonable and necessary expenses while travelling on authorised company business that are in compliance with this policy. > Misuse of a Corporate Card may result in a disciplinary action. > Failure to obtain supporting receipts may result in a refusal to reimburse the expense. > For payment of group travel and internal meetings please refer to section 2.7.5.
<p>1.9 You should ensure that a current passport (with at least 6 months validity), visa and any other required</p>	<ul style="list-style-type: none"> > Visas and other country entry/exit costs are reimbursable if required for business travel purposes; however passport costs are not reimbursable. > Information on requirement of travel documentation is available from the TMC.

information is obtained before travel	
1.10 You are expected to cancel all travel reservations within the required cancellation period	<ul style="list-style-type: none"> > All reservations should be cancelled in advance through the same channel used to make the original reservations (i.e., AZ OBT where available, or AZ TMC). > Supplier penalty charges, which could have been avoided, will not normally be reimbursable through company expenses. > You should notify the TMC of lost tickets and return all unused paper tickets.

2. STANDARDS FOR MEANS OF TRAVEL, EXPENSES AND INTERNAL MEETINGS

This section sets out the standards for the various travel and expense categories, Air, Lodging, Rail, Car Rental, Meals and Group and Internal Meeting Travel, providing you with a reasonable level of service, comfort, personal health, safety and security at the optimum cost.

YOUR RESPONSIBILITIES	ADDITIONAL INFORMATION
2.1 AIR TRAVEL	
2.1.1 You are expected to book the lowest logical airfare	<ul style="list-style-type: none"> > Lowest Logical Rate is defined as the lowest fare on the most direct route. > If a choice of airlines is provided at the same lowest logical fare, you are expected to select the AstraZeneca contracted airline > This includes the use of restricted/non-refundable tickets and alternatives offered within a time window from original chosen schedule: 1hr for domestic flights, 2hrs for regional and 6hrs for intercontinental. > Company contracted airlines are selected based on a combination of safety, security, comfort, schedule and cost.
2.1.2 All flights up to 6hrs must be booked in coach/economy class. For flights that are international and over 6hrs business class tickets may be booked	<ul style="list-style-type: none"> > When a higher class of service is allowed and you choose not to use the higher class of service, any difference in airfare is not returned to you. > Upgrades at the expense of AstraZeneca are not permitted. > For the avoidance of doubt, six hours is continuous flying time. E.g. a six hour flight with a stopover is considered two flights of <6hrs and would therefore be flown in economy class. In exceptional cases where two connecting flights cover multiple time zones and create an total journey time of >10 hours Line Managers can provide an exceptional approval for business class travel. > Board members and SET members are allowed, at their discretion, to travel first class.
2.1.3 For transport to and from airports or parking at airports you should always use the lowest cost alternative taking personal safety into consideration	<ul style="list-style-type: none"> > AstraZeneca only supports the use of self-drive vehicles (insured for business use) to/from short haul flights (up to 6hrs). It is strongly recommended not to drive and instead to take a taxi after a long haul flight (over 6hrs). > Consider and use the availability of airport shuttle service whenever possible. > Compare the cost of taxi or airport limousine service to the cost of parking and choose the lower cost alternative. >
2.2 LODGING	

<p>2.2.1 You are expected to book contracted lodging at the lowest logical hotel rate</p>	<ul style="list-style-type: none"> > You may consider alternatives to AstraZeneca contracted lodging only if significantly cheaper taking time, location, personal safety and security into consideration, and if available via the OBT or TMC. > AZ global contracted hotels are pre-selected to meet specified standards and cost criteria and are published in the AZ Global Hotel Directory on the travel intranet pages. (See Hotel Programme link on the Travel Service pages on the portal). > The contracted rate is meant to be a maximum rate. Occasionally “sale rates” may be available and highlighted in the designated booking channel and should be selected to help reduce costs. > If no contracted hotel is available in the required city, the AZ OBT or AZ TMC will provide an equivalent alternative.
<p>2.2.2 You are expected to book a standard room</p>	<ul style="list-style-type: none"> > A standard room is defined as a room for single occupancy with a private bathroom. > Room upgrades to suites or executive floor rooms at the expense of AstraZeneca are not permitted.
<p>2.2.3 If you are staying at the same business destination for 7 consecutive days or more you should enquire about long-term discount.</p>	<ul style="list-style-type: none"> > Travellers involved in ongoing projects requiring stays of >7days should contact the AZ TMC regarding potential long-term discounts for lodgings or the use of furnished short-term rentals.
<p>2.3 CAR RENTAL</p>	
<p>2.3.1 You should use a contracted car rental supplier when renting a vehicle for Company business, whenever available.</p>	<ul style="list-style-type: none"> > If you hold a company car you should not rent a car for travel to destinations for which the company car can be used, unless there is a business or safety justification. See also section 2.5.2. > If a contracted rental supplier is not available at your business location, contact the AZ TMC for assistance. > Upgrades at the expense of AstraZeneca are not permitted.
<p>2.3.2 Your Car Rental should be safe and justified</p>	<ul style="list-style-type: none"> > The use of a rental vehicle is justified only when it is more economical than other transportation alternatives taking road safety, personal security, travel time and environmental impact into consideration. > It is strongly recommended not to drive and instead to take a taxi after a long haul flight (over 6hrs). > Decline all additional insurances offered. The globally negotiated hire contract with Hertz includes insurance > Mid/Intermediate cars are the approved car classes. A full size car may be rented when four or more passengers will use the car. > You must have a driving licence suitable for driving the type of car hired and permitted by local law. > Use of mobile phones when driving is strongly discouraged and must only be used in cars fitted with voice-activated hands free equipment. > If you do not feel confident driving in a strange city or country, you should take other means of transport. > Seat belts must be worn at all times when driving or travelling in a car. > You must comply with all local driving laws and car rental company regulations.
<p>2.3.3 You should return</p>	<ul style="list-style-type: none"> > All rental cars should be returned to the city of origin unless a

<p>the rental car in a specified condition</p>	<p>one-way rental has been reserved prior to travel</p> <ul style="list-style-type: none"> > The vehicle should be returned in the condition received and at the specified time to avoid charges for damages or additional hours. > The rental vehicle should be returned with a full tank of fuel to avoid high refuelling fees by the car rental company – fuel charges are reimbursable. > Any “fill up” option offered at the time of rental is generally at a higher cost and therefore should not be purchased
<p>2.3.4 Your responsibility in case of an accident or damage to the car</p>	<ul style="list-style-type: none"> > Your first priority is your safety and wellbeing. > In the event of an accident or theft of vehicle, you should notify the local authorities, the rental car company. > To ensure you are provided the necessary support throughout the incident and claim process please notify your SHE contact at your home location, and your line manager. > You are required to obtain and keep a copy of the accident/police reports provided by local authorities. > In case of damage to the car you should complete and return the Damage Report Form supplied by the rental car company.
<p>2.4 RAIL</p>	
<p>2.4.1 You must book Standard/Coach rail for journey times less than one hour while First class/Business Class is permitted for journey time exceeding one hour.</p>	<ul style="list-style-type: none"> > You are expected to take advantage of restricted ticket options to help reduce costs. > In some developing countries, Standard/Coach Class rail travel is not normally used for business travel. In these locations, and with prior approval of your manager, First Class may be booked for journeys less than one hour. > Other upgrades at the cost of AstraZeneca are not permitted.
<p>2.5 OTHER TRANSPORTATION</p>	
<p>2.5.1 When using your personal car for business purposes, certain requirements apply.</p>	<ul style="list-style-type: none"> > If you hold a company car you should not use your private car for business. > Any personal car used on business should meet the requirements of the local car policy in terms of car type, condition, maintenance and safety features or a rental car must be used. You must not use your personal car if the requirements listed are not met. > It is the driver’s responsibility to make sure appropriate insurance cover is in place during use of personal car for a business trip. > If a business trip of over 2 hours is undertaken, regular rest breaks must be taken (e.g. a 15 minute break every 2 hours of driving).
<p>2.5.2 If you hold a Company assigned/fleet car you should use this for business trips under certain requirements.</p>	<ul style="list-style-type: none"> > If it is less expensive than renting a car, taking a taxi or alternate transportation > If a business trip of over 2 hours is undertaken, regular rest breaks must be taken (e.g. a 15 minute break every 2 hours of driving). > You must not use your Company car if it is unsuitable for the journey or business purpose e.g. passenger capacity.
<p>2.5.3 For any other ground transportation you should use contracted suppliers whenever possible and all fares must be supported by receipts.</p>	<ul style="list-style-type: none"> > Other ground transportation includes airport shuttle bus/trains, hotel provided shuttles, taxi, public transit, ferry services where applicable, and private car services (used as a last alternative) > Taxis / Chauffeured Ground Transportation can be used: <ul style="list-style-type: none"> • for shorter routes; • when cheaper than airport parking; • after long-distance flights/late evening flights (see section 2.3.2);

	<ul style="list-style-type: none"> • when parking is difficult or expensive <ul style="list-style-type: none"> > AstraZeneca travellers departing within 15 minutes of each other are expected to accept shared private ground transportation. The contracted ground transportation providers will advise you of such upon departure. > When fitted, seat belts must be worn at all times when travelling in ground transportation. In areas where taxis are not typically fitted with seat belts, alternatives should be used where practical. Alternative options include cars provided by hotels and private companies where the standard of car is often higher and seat belts are fitted > You should use and will be reimbursed for the most economical and most timely transportation to and from the airport and meeting/conference. > AstraZeneca will not reimburse any costs associated with commuting expenses to and from the normal work location, unless otherwise agreed in your employment contract.
2.6 MEALS	
Refer to your local/regional or functional expense policy	
2.7 GROUP & INTERNAL MEETING TRAVEL	
2.7.1 You are expected to book all Group travel and Internal Meetings through the AZ Meeting Management Company (MMC) or designated meeting planners.	<ul style="list-style-type: none"> > Internal meetings are defined as events requiring travel, meeting space and/or hotel accommodation for 10 or more people and include all meeting types not governed by Healthcare Professional (HCP) rules. > Meetings should always be held onsite at AstraZeneca property as a first option. > Individual departments / employees are not authorised to enter into direct contracts with any vendor or meeting property. Only authorised AZ travel/meeting procurement personnel are allowed to sign contracts with suppliers.
2.7.2 Your responsibility as meeting sponsor	<ul style="list-style-type: none"> > You should establish a budget, including an estimated “cost per delegate”, for any internal meeting in accordance with financial objectives. It is your responsibility to ensure actual costs are not greater than the amount budgeted for the event. > You and the MMC or designated internal meeting planner should ensure that appropriate security measures are included in the planning and management of conferences and events. In particular, if “Strictly Confidential” information is to be discussed, there are persons attending who may be vulnerable to a personal security threat, or there are country-specific security risks, Global Security advice should be sought at an early stage and before financial commitments are made to the proposed venue
2.7.3 You must obtain group travel and meeting authorisation.	<ul style="list-style-type: none"> > Your line manager must authorise the group event and approve the budget. > There are 2 options for pre-approval, this will be confirmed per SET area which option is relevant to each individual employee: <ul style="list-style-type: none"> • Option 1: All meetings are approved by the line manager • Option 2: Meeting approval is delegated via the budget process and therefore individual meetings do not require approval.
2.7.4 You are expected to have arrangements	<ul style="list-style-type: none"> > This is to ensure the best possible rates.

completed at least 45 days prior to intended departure/meeting start.	
2.7.5 You should follow local rules for the payment of Group and Internal Meeting Travel.	<ul style="list-style-type: none"> > Please follow local payment processes > Any order must be validated with a Purchase Order (PO) number.

3. RISK MANAGEMENT DURING TRAVEL

This section explains AZ standards for your travel safety, security and wellbeing as well as the company insurance coverage.

3.1 EMPLOYEES TRAVELLING TOGETHER	
3.1.1 You are expected to manage the number of employees travelling together	<ul style="list-style-type: none"> > Situations can arise where several employees from the same business or department may be travelling on the same flight, train, etc. In order to minimise these occurrences, business areas and heads of department are responsible to determine the appropriate level of risk relative to personnel and the effect on our business capability in the event of an incident. > In order to minimise potential Business Interruption risks the following guidance is provided: <i>Not more than four (4) direct reports, or fifty percent (50%) of the same functional area, whichever is less, should travel together with their manager on the same flight, vehicle or train</i>
3.1.2 You must obtain group travel authorisation.	<ul style="list-style-type: none"> > Your grandparent manager (line manager +1) must authorise group travel where the guidance in 3.1.1 is exceeded. > This is to ensure that the business is aware of the potential risk owing to large numbers of people travelling together.
3.1.3 You must obtain functional VP/MCP approval for those events where significant (>50) numbers of employees are travelling together	<ul style="list-style-type: none"> > This is to ensure that the business is aware of the potential risk owing to significant numbers of people travelling together, and that a suitable risk assessment has been conducted.
3.2 TRAVEL SAFETY, SECURITY, HEALTH AND WELLBEING	
3.2.1 You as a traveller and/or line manager must ensure that you are aware of the current security situation in the places you or your staff travel to on business. Any concerns should be raised with the appropriate line manager and security staff. You must comply with any security restrictions on business travel that may be imposed from time to	<ul style="list-style-type: none"> > AZ Global Security and Global SHE provide you with a number of Health, Medical and Security services for use before, during and after your business trip; these include travel and health security warnings and alerts and other services. > The services provided are designed to ensure all AstraZeneca Business Travellers remain secure and healthy whilst travelling abroad. > Complete traveller security information can be found on the Global Security portal pages which are located within the Legal section of the portal using the travel security link. Please refer to the "Anvil" link for security matters and "ISOS" link for health & medical information.

time.	
3.2.2 You should take Health Precautions and request travel health advice from the appropriate company provided traveller medical service or your local Occupational Health Service as soon as you know you are making a trip.	<ul style="list-style-type: none"> > You should print off and take with you the Emergency Card that provides contact numbers for all security and health related issues. > You should carry enough prescription medication for the trip in your HAND luggage, plus sufficient to cover unavoidable delays
3.2.3 If a course of immunisation is required, you should contact your local occupational health service for immunisations at least 4 weeks in advance of business travel.	<ul style="list-style-type: none"> > Immunisation costs are reimbursable if required for business travel.
3.2.4 What you should do when you get ill during a Business Trip.	<p>If you become ill or are injured whilst travelling outside the borders of the country where you normally live and work:</p> <ul style="list-style-type: none"> > You should contact the Traveller Medical Service provider via the numbers on the Emergency Card. > You should report your illness/injury to your manager and, if serious, to your host in the country which you are visiting, as soon as possible
3.3 INSURANCE WHILE TRAVELLING	
3.3.1 You must have appropriate insurance covering your travel activities	<ul style="list-style-type: none"> > It is your responsibility to understand what the AZ provided insurance will/will not cover. This will help you understand the need to leave items of significant value at home to avoid personal loss. > To determine if insurance is provided through the Global AZ Insurance programme, please see Business Travel Accident programme. > For those territories participating. For non-participating territories, please contact your local HR to understand what policies are in force.
3.3.2 Where 3.1.3 is activated, please inform AstraZeneca Group Insurance as soon as possible before travelling	<ul style="list-style-type: none"> > AstraZeneca Group Insurance provides an existing level of cover which satisfies normal travelling arrangements for those participating business units. > Where additional cover is required as a result of significant exposures (such as 3.1.3) then Group Insurance can look to procure the necessary top-up cover to meet the exposure. The top-up cover will be arranged at an expense to the business.
3.3.3 In the event of a loss, it is the individuals responsibility to submit a claim	<ul style="list-style-type: none"> > For territories participating in the Global Programmes please use the Claims Notification Forms provided > For claims on locally purchased insurance which falls outside of the Global Programmes, please contact your local HR for advice.

4. EXPENSE MANAGEMENT

Refer to your local or regional expense policy

5. OTHER

This section refers to standards for personal/vacation travel as well as bringing companions along on a business trip. It also sets out rules for the use of travel related telecom such as mobile phones and laptops.

See also the Global Standards and Policy Documents on the International Assignments area of the HR portal where International Assignees may have permitted family travel

5.1 PERSONAL AND COMPANION TRAVEL	
5.1.1 You must keep private and business travel separate.	<ul style="list-style-type: none"> > Generally AstraZeneca will not accept combining personal and professional travel. > You may combine personal and business travel given there is no additional cost to AstraZeneca and you have obtained line manager approval > AstraZeneca will NOT pay for vacation expenses. Incremental expenses associated with personal travel added as a side trip to business are not reimbursable. > You are responsible for the record keeping, redemption and income tax implications of combined personal and business travel > You must NOT use your Corporate card to pay for personal vacation expenses
5.1.2 In general AstraZeneca will not reimburse travel expenses for your partner, family member or other individual accompanying you on your business trip.	<p>Exception to this might be if:</p> <ul style="list-style-type: none"> > There is a bona fide business purpose to the Company for taking the companion. > AstraZeneca invites the companion to attend. > Line Manager approval must be obtained and all approved companion travel and expenses related to that travel must follow the same guidelines as outlined in this Policy
5.2 TRAVEL RELATED TELECOM	
5.2.1 You should use landline phones when visiting an AstraZeneca site and a mobile phone should be used when staying at a hotel.	<p>To avoid substantial charges added by hotels, air and rail carriers to telephone bills, you should:</p> <ul style="list-style-type: none"> > Phone from local company offices whenever possible. > Office Communicator/Messenger voice functionality should be used by those people with access to the service. > Use a toll-free number for business calls whenever possible. > Use a calling card, where the company utilise them > You should not use air phones, rail phones or phones in car services
5.2.2 When using your laptop during a business trip always attempt to use a local connection within the Remote Access Software toolset when connecting to the AZ Network in another region.	<ul style="list-style-type: none"> > Utilise free Wi-Fi Hotspots when available. > Check with your carrier before attempting to use a 3G Wireless card while travelling. Although the card may work in another region high roaming data charges could be incurred