

PRA Health Sciences Travel Policy

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1.0 Purpose

- The PRA Health Sciences Travel Policy has been established for three reasons:
- For all of our employees to travel safely.
- For our employees to understand PRA Health Sciences's expectations for their travel.
- To ensure that we are controlling both PRA Health Sciences expenses and client pass-through costs.
- As many of the issues related to travel are country dependent, this Policy has country specific sections attached as supporting documents.

2.0 Feedback

- Feedback is a critical element of continual improvement. To provide feedback on this process, visit <http://insidepra/pramanagementsystem>.

3.0 General Policy

- The following Policy elements apply to travel:
- **Be Safe-** It may be the case that an individual PRA Health Sciences traveler will encounter a situation where they feel that following the Policy will lead them to an unsafe situation. PRA Health Sciences travelers are expected to do what they need to do to reach a safe situation, even if that is in conflict with other elements of this Policy.
- **Be Smart-** Planning ahead is one of the best ways to achieve the objectives of this Policy. By planning ahead, you can incur lower costs, plan for any travel related disruption in your personal life and combine various travel requirements to be more efficient.
- **Control Costs-** In this Policy there are a number of guidelines and rules about how we control costs, both for PRA Health Sciences and for our clients. Some of these rules derive from local country regulations, some from feedback from our sponsors and some from decisions made by PRA Health Sciences. The employees of PRA Health Sciences are all capable individuals, and are expected to look for ways to control costs whenever possible.
- **Be Responsible-** In the course of travel, there will be instances where a PRA Health Sciences traveler needs to exercise personal responsibility. Travelers may purchase souvenirs, pay for personal entertainment or make other purchases that are not business related. PRA Health Sciences travelers are expected to be responsible for their own expenses. Be responsible for your own finances as well; submit expense reports in a timely manner so that you can be reimbursed. PRA Health Sciences does not want to owe you money any longer than is absolutely necessary.

4.0 Policy Details

- Use PRA Health Sciences Travel Agencies to plan travel.
- PRA Health Sciences has contracted with a number of travel agencies (called PRA Health Sciences Travel Agencies) to provide travel services for employees. PRA Health Sciences staff must book travel through the designated travel agency for their home country. Although self-booking or "internet" fares may yield what appears to be less costly travel, PRA Health Sciences has agreements and programs in place with many airlines, hotels and car rental companies that provide substantial discounts. Additional benefits have also been negotiated that are only available when booking through the designated travel agencies. Booking through PRA Health Sciences travel agencies also enables PRA Health Sciences to quickly locate staff in emergency situations and provide appropriate support. Travelers in the RPS Strategic Solutions division

assigned to a program that includes a contractual requirement to utilize a client travel agency are exempt from the requirement to book travel using a PRA Health Sciences Travel Agency.

- PRA Health Sciences travelers are expected to select identified PRA Health Sciences preferred airlines, hotels and rental car companies whenever these are a reasonable option. PRA Health Sciences travel agencies have been instructed to direct travel bookings to these preferred vendors.

5.0 General Rules

1. The PRA Health Sciences Travel Policy applies equally to all employees and contractors. Travelers in the RPS Strategic Solutions division assigned to a program with a contractual requirement to follow the Client travel policy should do so; for anything not addressed by the Client travel policy, the PRA Health Sciences Travel Policy must be followed.
2. Each employee is responsible for reviewing the Travel Policy and any periodic revisions, complying with the Policy and any included guidelines or expectations as appropriate. Where a specific situation does not appear to be addressed, employees may use their professional discretion and the guidance of senior management in determining the appropriate course of action.
3. PRA Health Sciences will **not** be obligated to reimburse employees for expenses incurred in violation of this Policy. Exceptions to this Policy must be approved by the appropriate Business Unit leader or Executive Committee member.
4. All travel arrangements must be made through one of the PRA Health Sciences Travel Agencies (see section 4).
5. Travel Approval:
 - Pass through travel in accordance with the project budget does not require pre-booking approval. Project Managers may communicate client specific requirements that are included in a client contract or master agreement which are to be followed.
 - Non-Billable (overhead) Travel:
 - Travelers should always obtain permission from their functional manager prior to booking non-billable travel.
 - No documented pre-booking approval is required for intra-continental itineraries under \$1,000 USD (€750 / £600) or intra-continental airfares under \$500 USD (€375 / £300).
 - Pre-Booking approval is required from the appropriate Business Unit leader or Executive Committee member for:
 - Intra-continental itineraries or airfares over the limits specified above.
 - All Inter-continental travel.
 - All trips over five nights in duration.
 - SPECIAL NOTE: The approval requirements notes above take precedence over those noted in PRA Health Sciences 080 Time and Expense. These are considered a "local exception" under that SOP.
 - Travel booked via FCm Travel Solutions or World Travel Service will utilize an automated approval process. No additional action by the traveler is required. Travel booked through any other travel management company will require that an approved Travel Authorization Form (TAF) be provided to the travel management company at the time of booking.
 - Direct reports of the CEO, and others approved by the CEO, may self-approve their travel.
 - Group Travel

- All group travel (five or more travelers participating in the same meeting or event) must be arranged through a PRA Health Sciences travel agency “meetings” agent or function where available.
- Pass Through meetings: No additional approval is required if the total costs are within the budget communicated to the travel agent by the Project Manager. This does not include any non-billable attendees who would be subject to the approval requirements for individual non-billable travel.
- Non-Billable (overhead) meetings: This includes training, non-billable client meetings and other internal meetings. Approval is required from both the Executive Committee member for the business unit and the Vice President – Finance / Vendor Management (or designee).
- Bid Defense meetings: Bid defense attendees must be approved by the EVP-Business Development, the EVP-Operations and the EVP – Scientific & Medical Affairs, as appropriate. Once attendees are approved the standard process for non-billable group travel is followed.

6. Supporting Documentation for Expenses

- Based on the country in which you submit an expense report, the original or copies of the itemized receipts must be submitted with expense reports for all expenses equivalent to or exceeding \$25 USD. In certain instances a client may pay additional fees and request receipts for ALL expenses. If this is included in the scope of work for a project, then original receipts must be provided for all pass through expenses.
- Additional information regarding required supporting documentation for expenses in each country is included in the appropriate country’s guidelines. Please be sure to review this information as some countries have more stringent documentation requirements that must be followed.
- Any receipts that do not clearly show the expense incurred, or have been tampered with in any way will not be accepted as valid; credit card monthly invoices are not acceptable. In certain European countries receipts must be addressed to the relevant PRA Health Sciences Company – see country guidelines for details.
- Expense reports should be completed and submitted within one week of travel. Expenses that are not submitted within 30 days of travel may not be reimbursed by the Company. Please be aware that many clients have “timely invoicing” language in their contracts which limits the time PRA Health Sciences has to invoice the client for travel expenses. Please try to combine small charges to be submitted together in one expense report where possible. Where possible all expenses relating to the same trip should be submitted on the same expense claim (taking in to consideration item 9 below).
- Employees booking travel in advance via air or rail may submit these expenses in advance of the trip date with a copy of the itinerary or receipt. This will allow for expense processing to begin as well as for PRA Health Sciences and our clients to receive more favorable fares. In the event any expense that is reimbursed in advance is subsequently cancelled and any amount is refunded to the employee, it is the responsibility of the employee to deduct that amount from their next expense report and advise their functional manager.
- Acceptable methods of payment and the availability of travel advances are provided in Country Specific Guidelines.
- When one employee is paying for the expenses of other employees as well as their own, the employee making the payment should be the highest level employee in the group. This will avoid the situation where a manager later approves one of their own employee’s expense reports which contains the manager’s expenses for a meal or some other activity. In some

instances it is appropriate for the most senior employee in the country in which the expense is being incurred to pay for the expense.

- PRA Health Sciences will reimburse employees for passport charges, including initial passport fee or renewal fees, if international travel is required for business. If a visa is required for company travel, the company will pay all visa charges.
- Combining personal travel with business travel is only possible if all of the receipts for the personal travel are separate from the receipts for business travel. Any personal travel that is combined with business travel must be approved in advance by the employee's manager. The business travel trip must be planned first as though it were a stand-alone trip. Once this price for the business travel has been established, side trips or additional reservations may be added. Cost additions beyond the price for the business travel must be paid for by the employee and annual leave utilized as appropriate for any time taken off.

6.0 Air Travel

1. Domestic / Intra-Continental Travel

- PRA Health Sciences preferred airlines should be selected unless they do not offer fares / flight times that are reasonable.
- Travelers must book coach / economy class.
- The least expensive logical route should be used, provided it is efficient and does not excessively inconvenience the traveler. PRA Health Sciences employee time is valuable.
- Arrival / Departure within 2 hours of the desired times is considered reasonable.

2. Inter-Continental Travel

- PRA Health Sciences preferred airlines should be selected unless they do not offer fares / flight times that are reasonable.
- Travelers must book coach / standard economy class. Business class or above may only be booked if approved in advance by the CFO or CEO (non-billable travel) or approved by the client (pass-through travel).
- The least expensive logical route should be used, provided it is efficient and does not excessively inconvenience the traveler.
- Arrival / Departure within 4 hours of the desired times is considered reasonable.

3. Additional approvals are required for all airfares (pass-through and non-billable) of \$2,000 USD (€1,500 / £1,200) or higher. Approval must be obtained by one of the individuals listed in Appendix A. Approvals may be requested by the PRA Health Sciences travel agency booking the travel, the individual traveler or group or batch approvals may be requested by a meeting organizer. CEO direct reports, and others approved by the CEO, may self-approve.

4. Please note that the practice of splitting tickets / fares to avoid these limits is not acceptable. Approvers will request the total airfare for a trip (total fare for a traveler to reach their destination(s) and return to their home city).

5. Frequent flyer points belong to the traveler. A PRA Health Sciences Traveler may use frequent flyer points for upgrades on business travel, but that is entirely at their discretion. Any additional charges associated with an upgrade using points are the responsibility of the traveler.

6. Employees are encouraged to contact the travel office by phone rather than email for flight bookings that are urgent.

7. Contrary to common belief, advance purchase airfares (21+ days before travel) yield little if any savings, and often result in change fees or unused tickets when business needs require plans to be altered. As a general rule airfares should not be purchased more than 21 days in advance. Booking airfare 7-20 days before travel generally yields the lowest airfares while minimizing the risk of

incurring change fees or having to cancel non-refundable airfares. No airfare is to be booked 30 days or more in advance except for international trips that require flight details in order to obtain a visa.

8. Ancillary Fees:

- Baggage Fees – fees for checked baggage are considered a business expense like airfare and are reimbursable. This does not apply to excess baggage fees which should be unnecessary for business related trips.
- Personal Entertainment such as TV, movies or games – charges for personal entertainment are not a business expense and are not reimbursable.
- Meals – purchases of inflight meals should be handled in the same manner as any other meal expense under the guidelines for the traveler's home country.

7.0 Hotels

1. PRA Health Sciences preferred hotels are to be selected by travelers when available in a market within a reasonable distance of the travelers destination.
2. Employees are expected to choose hotels with daily rates equivalent to \$180 USD (£110/€135) or less, or as specified in the specific country's guidelines. Selected locations will be reimbursed at higher daily rates (refer to PRA Health Sciences 080 R 02 Rate Exception Card).
3. Reasonable laundry expenses will be reimbursed by PRA Health Sciences when an employee is traveling on company business for more than five working days.
4. Weekend stays that result in substantially lower airfares or other cost savings in total that actually saves money (including hotel, food, transportation, etc.) are permitted.
5. When an employee stays at a relative or friend's house an allowance per night may be claimed when an amount is specified in the appropriate country's guidelines and supported by an appropriate receipt (i.e. for a meal).

8.0 Car Travel

1. Obtaining the most efficient and most cost effective means of ground transportation requires planning on the part of the traveler, both in the traveler's home city and at their destination. For example, use of a taxi or car service may make sense if it is cost competitive with using a personal vehicle or renting a car once airport or hotel parking charges and tolls are considered.
2. PRA Health Sciences Driver and Passenger Safety Requirements: PRA Health Sciences is committed to keeping our drivers and those we share the road with safe. All drivers of PRA Health Sciences owned, rented, or leased vehicles must be at least 19 years old and hold a valid driver's license. While driving on company business travelers must abide by the following requirements:
 - Have a valid driver's license for the type of vehicle to be operated, and to keep the license(s) with you at all times while driving.
 - Refrain from reading or writing while operating a motor vehicle. For clarity, this includes, but is not limited to, dialing a mobile phone, and reading or typing e-mails or text messages on a mobile device.
 - Comply with any local laws governing mobile phone use.
 - To abstain from drinking alcoholic beverages or using restricted drugs.
 - Obey traffic laws including posted speed limits.
 - Only allow authorized people to drive vehicles.
 - Ensure seat belts are worn by driver and passengers.
 - Do not give rides to hitchhikers or strangers.

- Avoid unnecessary risks. Arriving safely is more important than arriving on time.
3. Rental Cars:
 - PRA Health Sciences preferred rental car companies must be selected unless they do not have available cars or do not service the destination city. This is particularly important in the US and Canada where additional insurance has been negotiated into the PRA Health Sciences rates.
 - Intermediate size or smaller cars should be reserved unless three or more travelers are sharing a car.
 - Travelers should thoroughly inspect the rental vehicle and note any damages found on the vehicle prior to contract acceptance.
 - Plan ahead to avoid excessive refueling charges by car rental companies. In the US and Canada, a low cost refueling option has been negotiated with PRA Health Sciences's preferred car rental company so travelers do not need to refuel cars before returning them.
 - Please see the Travel Insurance section for details regarding rental car insurance.
 4. Use of Personal Vehicles:
 - Personally owned vehicle travel is reimbursed on a per mile/kilometer rate, which will be updated regularly in line with local country standards.
 - Office based staff requesting reimbursement for mileage to drive to their local airport must deduct the mileage that would have been incurred for a normal commute to the PRA Health Sciences office in which they work.
 - Personal autos used for company travel are not covered by PRA Health Sciences's insurance. This cost is covered by the per-mile/kilometer reimbursement provided to employees.
 - If your car is damaged while driving on company business the employee's insurance is responsible fixing any damages.
 - The employee's insurance will be the first Policy to respond to liability damage.
 - Any employee who utilizes their own car should contact their insurance company to let them know the extent of business related driving.
 5. Any accidents that occur while driving on company business should be reported to the driver's Functional Manager immediately.
 6. Tolls and parking are reimbursable expenses.
 7. The traveler is responsible for traffic and/or parking violations. Any costs associated with these are the responsibility of the traveler.

9.0 Rail Travel

All travel should be booked in economy or second class. Booking in a premium cabin or car is permitted only when described as allowable in the country specific guidelines, or approval has been granted by a member of the Executive Committee.

10.0 Entertainment and Food Expenses (Subsistence)

1. In countries where PRA Health Sciences does not use a per diem (set daily allowance with no requirement for receipts) approach to reimbursement, PRA Health Sciences will reimburse employees for food purchased during business travel. This should not exceed \$65 USD or the amount specified in the country specific guidelines per full day of travel. Employee food costs incurred on travel days should be limited to costs incurred within a two hour window pre- and post-travel. Tips for meals should be in line with local practice. Selected locations will be reimbursed at higher daily rates.

2. Entertainment expenses occur whenever a PRA Health Sciences employee pays for the meals, drinks, or other entertainment expenses of customers, potential customers, recruits or suppliers. PRA Health Sciences recognizes that entertainment can be a reasonable and appropriate part of a business relationship. Entertainment expenses must comply with PRA Health Sciences's Code of Ethics (POL 005). All entertainment expense reports must include the names of customers, recruits or suppliers entertained. The PRA Health Sciences employee should check with their manager about any entertainment expenses they are planning if there is any doubt as to their appropriateness.
3. Meal expenses for two or more PRA Health Sciences employees without a customer, recruit or vendor present are not considered business entertainment. If all people at the meal are PRA Health Sciences employees and all would be entitled to meal reimbursement on an individual basis then the cost can be coded to meals (breakfast, lunch or dinner) and paid for by the highest ranking person. In some instances it is appropriate for the most senior employee in the country where the expense is being incurred to pay for the expense. All employees in attendance should be identified in the expense report.
4. Alcohol is not a requirement for business activity. Employees are expected to limit alcoholic beverage consumption during any meal, entertainment event, or other function. A company or rental vehicle may not be driven by any person after consuming alcoholic beverages.
5. In Europe:
 - Where the PRA Health Sciences employees are employed in more than one country, the expense must be classified as non-employee entertainment.
 - If the meal is part of a business activity the meals expenses type may be used, if it is not, the meal should be classed as employee entertainment.
 - If a meal has been awarded as a Local Knowledge Award, use the LKA expense type.
 - In certain countries local tax rules apply and per diems are claimed instead of the expense incurred on business meals. Entertainment (both employee and non-employee) is unaffected by these requirements and should be recorded as described above.

11.0 Non-Reimbursable Expenses

The following expenses are considered to be personal in nature and therefore are not recoverable:

1. Personal goods such as clothing, toiletries and gifts.
2. Personal entertainment such as movies, pay per view, theatres or sporting events.
3. Annual fees for personal credit cards or late fees for any credit cards. In countries where no PRA Health Sciences credit card is available, annual fees will be paid for one standard credit card per employee.
4. Non-compulsory or discretionary insurance.
5. Child, pet or home care.
6. Travel expenses of friends, family members or others accompanying you for personal reasons.
7. Penalties and fees resulting from a traveler's failure to cancel or modify reservations when plans change.

12.0 Travel Insurance

1. PRA Health Sciences has arranged insurance coverage designed to help employees in situations which can occur while traveling on Company business. Except as provided in this document, any additional insurance is at the expense of the traveler.
2. Whether traveling domestically or internationally, PRA Health Sciences's general liability policies protect employees from personal liability resulting from accidents.

3. PRA Health Sciences's Global Business Travel Accident Plan provides Accidental Death and Dismemberment benefits in the event of death or an accidental loss while traveling on company business either domestically or internationally.
4. For international travel, or travel outside of the employee's home country, PRA Health Sciences provides emergency medical coverage to employees involved in an accident or who suffer a sudden unforeseen illness. Employees traveling outside of their home country are encouraged to become familiar with the coverage benefits and exclusions related to this Policy on insidepra/humanresources/global_benefits.htm.

13.0 Rental Car Insurance

1. PRA Health Sciences has a corporate car rental insurance Policy with CNA. This Policy covers only those cars PRA Health Sciences employees rent on company business. Automobile Insurance Identification cards available on InsidePRA. Insurance cards should be carried by all travelers as proof of insurance. Additionally, these cards contain information needed to report accidents and file claims.
2. PRA Health Sciences's rental car insurance policies cover PRA Health Sciences differently depending on where the car is rented.
 - For car rentals made within the United States and Canada the following coverage should always be declined:
 - Collision Damage Waiver (C.D.W.)(Also known as Loss Damage Waiver)
 - Personal Accident Insurance (P.A.I.)
 - Liability Insurance Supplement (L.I.S)
 - When renting a vehicle outside the United States and Canada, the traveler should always opt for the compulsory liability coverage.

Appendix A – Authorized Additional Expense Approvers

Americas

- Mike Bonello, Sr. Vice President and Controller
- Tom Rogers, Sr. Director, Finance and Accounting
- Michael Wolfgang, Vice President, Operations Finance

EAPA

- Robert Leftwich, Vice President Finance and Accounting
- Linda Fell, Director, Finance and Accounting
- Chris Gray, Vice President, Operations Finance
- Ian Phillips, Director Finance and Accounting

PRA Health Sciences reserves the right to add, modify, or terminate current policies without prior notice.

14.0 Document History

Effective Date	Version	Modified/Reviewed By	Brief Summary of Changes (if created from a template, include template code) For revisions include date of revision and description of changes
09-Dec-2013	B	Jillian Sarsfield Tom Rogers Rob Leftwich David Sockolof Victoria Lisa Jones	Added reasons for declining insurance on Page 17 The Rate Exception Card (<i>MGTADM 061 S 02 [PRA 080 R 02]</i>) is now attached to the Travel Policy rather than the T&E SOP Separated the country specific appendices from the core policy to supporting documents to the core policy Added language to include guidelines for RPS employees Advanced booking window for international flights that require a visa has been extended
09-Dec-2013	B rev1	Kate Fabio Jennie McGlaughlin Victoria Lisa Jones	Revised 16-Jun-2014 to include new PRA brand styles and formatting.