

---

## Northern Trust Corporate Travel Policy for Consultants and Contingent Labor

---

### I. Policy Summary

#### A. Authority

The Northern Trust Company.

#### B. Statement of Purpose

The Corporate Travel Policy for Consultants and Contingent Labor defines all approved business travel policies, behaviors, or requirements and identifies requirements for business travel related expenses to be deemed reimbursable by Northern Trust.

#### C. Scope and Applicability

All Northern Trust consultants and contingent labor who incur business travel expenses when traveling on behalf of Northern Trust, and sponsors that approve those business travel expenses, are individually responsible to review and be familiar with the Corporate Travel Policy for Consultants and Contingent Labor before approving business travel expenses for payment.

Questions regarding the Policy can be directed to the Northern Trust Procurement - Travel team.

#### D. Governing Body with Oversight

Policy: Northern Trust Procurement – Travel.

Expense Approval: Northern Trust Business Unit CFO.

#### E. Related Policies

None.

#### F. Effective Date

09-September 2016.

### II. Policy Details

This document defines all policies related to business travel, applicable to all consultants and contingent labor (“travelers”) who incur business travel-related expenses while travelling on Northern Trust business and that are reimbursable by Northern Trust. Prior to travel, all consultants and contingent labor must have a clear rationale for the necessity of the travel, have considered all viable alternatives to travel (e.g. video-conferencing, fewer travelers per trip, travelling on the day of the meeting rather than the day before etc.), and must be familiar with all aspects of this policy. Email approval should be obtained from the Northern Trust Sponsor or Expense Report Approver prior to making business travel arrangements.

### **1. General Information**

- All travel should be booked through Northern Trust's authorized global travel agency.
- All travel (air, hotel, car rental, etc.) must be booked at least 14 days in advance wherever possible to maximize the available discounts. Any consultant or contingent labor that needs to book travel within 14 days should have prior written approval from their Northern Trust Sponsor and Expense Report Approver.
- All consultants and contingent labor must provide their own form of payment for all business travel-related expenses (airline, rail, hotel, car rental, meals, etc.).

### **2. Air Travel - Flights**

- In cities with multiple airports, travelers should fly to and from the airport that offers the least expensive fare. The only exception to this is where the cost of ground transportation to and from the alternate airport would mitigate any savings achieved in using the alternate airport.
- Travelers may book the most direct flight to their destination but they must be flexible in the acceptance of alternate flights within a one hour window of the requested departure time (two hours for long haul international flights).
- Non-refundable Economy class travel is the standard approved class. The only exception to this is when the total one-way in-flight time is greater than 10 hours, Business class may be purchased. It is against policy to purchase a multi-segment itinerary if the intent is to increase the in-flight time to more than 10 hours.
- Any traveler who books flights that are not compliant with the travel policy must have written (email) approval to do so from their Northern Trust Sponsor and Expense Report Approver before any tickets can be issued.
- If an unused ticket was reimbursed by Northern Trust it will be considered the property of Northern Trust.

### **3. Air Travel – Travel to/from Airports**

- Travelers must use the most practical and economical mode of transportation to travel to/from the airport. Airport buses, trains or other public transport (e.g. CTA in Chicago) should be utilized to the greatest extent practical and where they are more cost effective local taxis should be used instead of rental cars, limousines and car services. The only exception to this is that travelers travelling in India may use hotel provided transportation or a car service to and from the airport.
- Where complimentary hotel shuttle service is available, the shuttle must be used for travel to/from Northern Trust's offices, restaurants, etc.
- Where it is more economical to use a personal vehicle to drive to/from an airport, Northern Trust will reimburse the traveler for the associated mileage and for normal airport parking charges. If off-premise remote parking is available at a lower cost, it must be used instead of more expensive close-in parking.
- If transport to and/or from the airport is provided by another individual, then mileage will be reimbursed.

### **4. Car Travel – Use of Personal Cars**

- Personal cars may be used when use of a personal car is more practical and cost effective and/or where other forms of transportation are not logical or available.

- Personal cars used for business purposes are required to have both physical damage and liability insurance coverage.
- When a personal car is used on Northern Trust business and is involved in an accident, claims are to be filed with the traveler's personal insurance provider.
- Reimbursable expenses include all parking charges, tolls and mileage as long as they are incurred for a legitimate Northern Trust business purpose.
- Parking fines and motoring fines are never reimbursable.
- Mileage reimbursement rates vary from country to country. For the rates applicable to your location please ask your Northern Trust Sponsor or Expense Report Approver to contact their local Finance person or Accounts Payable-Concur Expense.

#### **5. Car Travel – Use of Rental Cars/Car Services**

- Travelers travelling in India that use a car service for the duration of their stay must provide payment with their own form of payment. The costs are not reimbursable.
- Rental cars should be used rather than personal vehicles when travelling a distance greater than 200 miles (320km) one way, unless it's more logical or cost effective to use a personal vehicle.
- Travelers requiring a rental car for business travel can reserve through Northern Trust's Travel Agency and use the Northern Trust negotiated rate with the preferred car rental company. Rental cars must only be used when they are the least expensive mode of transportation, having factored in additional costs such as parking, tolls, fuel, etc.
- The traveler renting the car must be at least 21 and must have a valid driver's license.
- Primary liability and collision insurance is included in the Northern Trust corporate negotiated rate when renting in the U.S.
- Parking fines and motoring fines are never reimbursable. If the fine is charged to the car rental company it will be passed on to the traveler along with all administrative charges.
- Always inspect the vehicle before leaving the car rental company's parking lot – any damage not recorded on the rental agreement may be charged when the car is returned or in a subsequent billing. Any charges that exceed the insured amount provided for in the Northern Trust corporate contract will be charged to the traveler and not reimbursed.
- Always fill the fuel tank before returning the vehicle to the car rental agency.

#### **6. Rail Travel**

- Rail travel, including Eurostar, must be used when it is more cost effective than air travel, car rental or personal car usage.
- Non-flexible standard travel is the approved class of rail travel for all travelers.

#### **7. Hotels & Serviced Apartments**

- Northern Trust has negotiated rates with hotels in most major cities for travelers who require overnight lodging. Northern Trust's Travel Agency will identify the approved hotels at the time of booking.
- Northern Trust has negotiated global chain-wide pricing with select brands and also uses Northern Trust's Travel Agency preferred hotel rates for locations where there are no approved individual hotel properties or to be used in 'sold out' situations. Northern Trust's Travel Agency will identify these hotels at the time of booking.

- Northern Trust has negotiated rates with serviced apartment providers in London (for stays of 3 nights or more), Bangalore (for stays of 13 nights or more) and Chicago (for stays of 21 nights or more). The only exception to this is if there are no approved serviced apartments available.
- If a traveler uses an approved hotel or serviced apartment booked through Northern Trust's Travel Agency then 100% of the associated costs will be reimbursable. If a traveler chooses to use a more expensive non-approved hotel or non-approved serviced apartment versus an approved Northern Trust or Northern Trust's Travel Agency hotel then only 80% of the associated costs will be reimbursed.
- The only exception to this is if the traveler has prior written (email) approval from their Northern Trust Sponsor or Expense Report Approver to book outside of policy.
- Hotel "no show" fees will not be reimbursed.

#### **8. Incidental Expenses**

- **Baggage fees.** When baggage allowance is included in the ticket price no excess baggage fees will be reimbursed. If there is no baggage allowance included in the ticket price then reasonable baggage fees can be claimed for reimbursement.
- **Buying miles.** These costs are not reimbursable.
- **Flight seat assignment.** If the airline offers preferred seating at an additional fee, these costs are not reimbursable.
- **Flight, train or hotel upgrades.** These costs are not reimbursable.
- **Foreign exchange transaction charges.** Reasonable costs are reimbursable where currency has been changed to use for the payment of incidental expenses for business purposes.
- **Global Entry/Trusted Traveler Programs.** These types of TSA and Customs/Immigration pre-screening programs are not reimbursable.
- **Hotel internet charges.** The majority of the approved hotels include Wi-Fi in the negotiated rate but, where they don't, internet charges are fully reimbursable if the internet usage is for business purposes or is reasonably used to contact home instead of phoning.
- **Hotel leisure facilities (gym, spa etc.).** These costs are not reimbursable.
- **Hotel movies.** These costs are not reimbursable.
- **In-flight internet charges.** These costs are not reimbursable.
- **In-flight meals.** These costs are not reimbursable.
- **In-flight drinks.** These costs are not reimbursable.
- **Incidental daily expenses (snacks, tea, coffee, mini bar items etc.).** These costs are not reimbursable.
- **Joining/membership fees.** Any fees for travel reward programs, hotel loyalty programs or airline clubs are not reimbursable.
- **Laundry costs.** These costs are not reimbursable.
- **Newspapers.** These costs are not reimbursable.
- **Phone Calls.** While travelling on business, reasonable calls home are reimbursable provided the most cost effective means possible was used for these calls.

#### **9. Insurance for Lost, Stolen or Damaged Personal Effects**

- Stolen or damaged personal effects are the responsibility of the traveler and are not reimbursable by Northern Trust.

**10. Meals**

- Northern Trust will reimburse reasonable meal expenses incurred while travelling for business. Travelers will be reimbursed up to the amounts detailed below (or local currency equivalent), all rates include tips and taxes. Expenses exceeding these rates will not be reimbursed. Proper and valid receipts (no tear-tabs) are required. Alcoholic beverages are not reimbursable.

	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
<i>Cost of meal, up to</i>	<i>\$10</i>	<i>\$15</i>	<i>\$25</i>

**11. Passports, Visas and Vaccinations**

- It is the traveler’s responsibility to obtain a passport and to ensure that any relevant visas and vaccinations are obtained in advance of business travel.
- The cost of obtaining a passport is not reimbursable.
- The cost of obtaining a visa is not reimbursable.
- The cost of vaccinations is not reimbursable and travelers should coordinate with their own personal physician as necessary.

**12. Payment of Travel Expenses**

- All business travel expenses must be paid for with a credit card provided by the consultant or contingent labor.
- Cash must only be used for incidental expenses.
- Proper and valid receipts (no tear-tabs) are required for all business travel expenses.

**13. Personal Travel**

- Personal travel arrangements must not be made in conjunction with a business trip or through Northern Trust’s Travel Agency.

**14. Travel Policy Approvers**

- The Northern Trust Sponsor or Expense Report Approver must validate all travel arrangements and business travel expenses against the Northern Trust Corporate Travel Policy for Consultants & Contingent Labor. As required, pre-approval may be required if an expense does not comply with the Northern Trust Corporate Travel Policy for Consultants & Contingent Labor.

**15. Booking Travel Procedure**

- The Northern Trust Sponsor should email the consultant or contingent labor (and ideally copy Northern Trust’s Travel Agency) with the following: their name, employee number, email address, telephone number, cost center, and approval for the named consultant or contingent labor to make business travel reservations offline through Northern Trust’s Travel Agency agent located in the country the traveler resides in (use of the online booking tool is not allowed). Northern Trust’s Travel Agency will use the Sponsor’s profile info (Business Unit, cost center) in the shell profile built for the traveler.

The consultant or contingent labor must at least 14-days in advance of travel:

- Call Northern Trust's Travel Agency to make business travel arrangements (airline, rail, hotel, car rental) in accordance with the parameters of the Northern Trust Corporate Travel Policy for Consultants and Contingent Labor.
- Identify self as a consultant or contingent labor working and traveling on behalf of Northern Trust.
- Provide Northern Trust's Travel Agency with the name, employee number and cost center of the Northern Trust Sponsor.
- Provide their own form of payment for airline ticket, rail ticket, hotel, car rental, etc.
- Provide Northern Trust's Travel Agency with their email address, mobile number, and all other contact and/or personal information as required.
- Both the traveler and the Northern Trust Sponsor will be emailed a copy of the final trip itinerary and any subsequent changes from Northern Trust's Travel Agency.