



# GLOBAL TRAVEL, ENTERTAINMENT & EXPENSE POLICY

Revised: March 24, 2014

## Global Travel, Entertainment, and Expense Policy

---

| <b>Table of Contents</b>                                      | <b>Page</b> |
|---|-------------|
| Global Travel, Entertainment, and Expense Policy Introduction | 3           |
| Policy Overview   | 4           |
| Travel Expenses – Reimbursable                                | 4           |
| Travel Expenses – Non-Reimbursable                            | 5           |
| Travel Arrangements   | 6           |
| Passports, Visas, and Other Documentation                     | 7           |
| Immunizations and Emergency Medical Service                   | 7           |
| Payment Methods   | 8           |
| Travel – Air Transportation                                   | 9           |
| Travel - Road   | 10          |
| Refunds and Reimbursements                                    | 10          |
| Hotels  | 12          |
| Special Travel Conditions                                     | 12          |
| Meals and Entertainment – Employees                           | 13          |
| Meals and Entertainment – Customers, Vendors and Prospects    | 13          |
| Government Related Customers                                  | 14          |
| Gifts   | 15          |
| Meetings  | 15          |
| Telecommunications  | 16          |
| Contributions and Donations                                   | 18          |
| Professional Membership Dues                                  | 18          |
| Team Sponsorship  | 18          |
| Other Occasions   | 18          |
| Expense Reports   | 18          |
| Travel Accident Insurance                                     | 22          |
| Theft / Loss when Traveling for Business                      | 24          |
| Rental Car Insurance  | 24          |
| Key Travel Contacts   | 26          |

# Global Travel, Entertainment, and Expense Policy

---

## **Global Travel, Entertainment, and Expense Policy Introduction**

This policy provides guidelines on traveling and business-related travel expenses for employees of Anixter Inc. and all subsidiaries. Anixter assumes no obligation to reimburse employees for expenses that do not comply with this policy. Anixter has the right to automatically deduct or not reimburse for any expenses which do not follow this policy.

This policy provides the overall minimum guidelines that must be adhered to by all employees of Anixter and its subsidiaries. Each region may provide a supplemental policy, if necessary, that addresses requirements to be in compliance with local government and/or tax regulations. Regional policies may be more stringent, but not less stringent, than this global policy.

The US and many other governments have very strict regulations regarding gifts, meals, entertainment or other gratuities given to government employees anywhere in the world. Anixter's Ethics Policies expressly prohibits giving anything of value to government employees of the US, its States or localities.

All listed amounts in this policy are in US dollars (USD) unless otherwise specified.

Anixter will fully reimburse employees for all business-related travel and entertainment expenses up to specified limits under the following conditions:

- Expenses should conform to the requirements of this policy.
- Expenditures over \$25 must have receipts submitted for reimbursement.
- Employees should obtain verbal authorization for all travel from their immediate supervisor. Advance approval should include estimated trip expenditure. Travel should be used only when alternatives such as conference calls are not practical.
- Traveling employees may not authorize their own reimbursements or spending exceptions.
- Travel-related spending must comply with IRS and specific country tax requirements.
- Traveling employees must adhere to Anixter's ethical standards and all Company policies while conducting business.
- Anixter will not reimburse any spending outside of company policy unless authorized by a senior executive. (A senior executive is defined as any Vice President reporting to the CEO or CFO.) Documented Executive VP approval of any spending exceptions must be included with receipts. Failure to include document approval will result in non-reimbursement of the expense to the employee.
- Employees are required to use their assigned corporate credit card for all business related transactions. Only when a merchant refuses to accept the corporate credit card are employees permitted to use their personal credit card for business expenses.
- Employees may not use the corporate credit card for personal use.

The corporate credit card allows for tracking of expenditures by supplier. This enables Anixter to negotiate better rates, allows the Company to receive rebates on corporate card spend, and provides stronger process controls for expenditures.

### **Relocation Expenses**

Questions regarding relocation guidelines and expenses for the United States should be directed to Margaret Roberts, Corporate Human Resources at 224-521-8360. All United States relocation expenses must be processed through a manual expense report. The corporate credit card may not be used for relocation. Questions regarding relocation guidelines and expenses for all other countries, should be directed to your Finance VP or Regional Human Resource Department.

### **Questions:**

If you have a question that is not answered on the Anixter Travel Portal page on this policy, in the U.S. and Canada please contact the North America Accounts Payable/Travel Management department: Karen Brown (847-834-6165) or Darla Shor (847-834-6146). For other locations, please contact your local Accounts Payable department.

# Global Travel, Entertainment, and Expense Policy

---

## **Global Travel, Entertainment, and Expense Policy Overview**

### **Purpose**

To implement a process for managing global travel that considers the welfare and safety of our employees while leveraging the Company's travel and entertainment expense budget and ensuring that all expenses fully comply with Anixter's policies, including without limitation, Anixter's Global Business Ethics and Conduct Policy, Global Government Contracts Policy, and Global Anti-Bribery Policy (collectively, "Anixter's Ethics Policies").

### **Philosophy**

While traveling or entertaining, employees should conduct themselves as responsible representatives of the Company and adhere to the ethical standards of Anixter. The Company's intent is to fully reimburse employees for all legitimate and authorized business travel expenses up to specified limits. At the same time, the traveler should consider costs associated with various travel and non-travel options, and select the best option for the Company.

### **General Traveler Requirements**

Anixter travelers are expected to follow all travel policies and procedures.

- Use approved online booking (where available) or the designated Travel Agency to make travel arrangements.
- Use the corporate credit card for all business expenses wherever the card is accepted. A personal credit card is not to be used for business travel expenses except when the corporate credit card is not accepted. Group expenses must be incurred by the most senior level employee of the host organization (unless the activity is a pre-planned event and has senior executive approval).
- If an employee is traveling alone or with other Anixter employees only, meals must be applied to the expense category of *Meals/Entertainment Internal – Traveling*. In group meals whereby some employees are traveling and other employees are local, if the traveling employee is submitting the expense, then this expense category should be used for the entire expense.
- Submit an expense report at least once a month or within 30 days of the trip or expense.
- All corporate credit card statements must be paid in full by the due date. Anixter will not reimburse an employee for any credit card late or delinquency fees.
- Use the preferred airlines, hotels, and car rental providers when possible. If the online booking tool or Travel Agency displays a non-preferred provider with a lower logical option, you may utilize this provider. You must use Anixter's online booking tool or preferred travel agency to book airfare, lodging, and car rental, even when booking a non-preferred supplier.
- Always use good judgment and determine whether each business expense is justifiable.
- Use airlines that have reduced-fare agreements with Anixter whenever possible and fares are comparable to other airlines. Do not select airlines with higher airfares solely for the purpose of accruing frequent-flyer miles.

### **Travel Expenses**

#### **Reimbursable Business Related Expenses**

- Airfare
- Hotel
- Car rental
- Meals
- Parking fees
- Taxi, rail, ferry and airport shuttle transportation
- Business related toll charges
- Hotel internet access for business purposes
- Business related fax, copy and mail services
- Dry-cleaning and laundry services when a single business trip is seven or more days
- Fitness facilities (\$10 maximum per day)
- Travel-related immunizations
- Passport and visa related costs
- Currency conversion fees

# Global Travel, Entertainment, and Expense Policy

---

## **Non-Reimbursable Expenses**

**(Any exceptions require senior executive approval and an explanation why the expenses are business related.)**

- Late or delinquent fees on corporate credit card
- Airline or hotel upgrades
- Hotel mini-bar (except for soft drinks & bottled water)
- Travel club memberships
- Personal credit card fees or memberships
- Personal use items including, but not limited to, clothing, toiletries, reading material, haircuts, shoe shines, manicures, massages
- Dry cleaning or laundry services for business travel when a single business trip is less than seven days
- Personal entertainment such as sports events, concerts or recreational activities. (This does not include authorized group activities)
- Non-business related employee celebrations such as birthdays, holidays, Administrative Assistant's Day, and Boss's Day. (Anixter will reimburse refreshment expenses for on-site receptions for retiring employees.)
- Expenses for accompanying travelers who are not party to the business purpose of the trip
- Traffic fines or other legal penalty reimbursement
- Personal car expenses, including fuel, repairs, maintenance, etc. (Mileage reimbursement is allowed.)
- Other travel expenses including, but not limited to, child care services, home maintenance or security, kennel or boarding fees, and travel insurance.

## **Travel Procedures:**

- Employees on the Concur Travel system must use the corporate credit card for all airfare purchases.
- All expenditures over \$25 must have receipts submitted for reimbursement. All lodging charges must be itemized to appropriate expense categories on the expense report (even for charges under \$25).
- For Business Units or countries not on the Concur system, original receipts are required according to region specific guidelines.
- For any expense exceptions, employees must include a copy of the senior executive approval documentation with the receipts.
- The most senior level employee of the host organization must incur group expenses unless the activity is a pre-planned event and has senior executive approval. Employees may pay for their individual expense at a group event.

## **Approval of Expense Reports**

The traveler's supervisor/approver is responsible for reviewing expense reports for accuracy, policy compliance, receipts and appropriate expense category selection. In addition, supplementary checks of expense reports may be carried out and exceptions brought to the attention of both the employee and the approving manager. Failure to comply with travel requirements and procedures is a performance issue and may result in disciplinary action up to, and including, termination and legal action where applicable. Approvers are allowed 15 days to approve an expense report before it is automatically escalated to the next person above the designated approver. If an approver plans to be absent for a significant amount of time, he/she should designate an alternate approver equal or higher in management level during the absence to avoid late fees for the submitter. For assistance, please contact the AP Travel Audit Group.

## **Senior Executive Approval**

The CEO, CFO, and their Vice President direct reports have the authority to approve expenses above the limits indicated in this policy.

# Global Travel, Entertainment, and Expense Policy

---

## **Travel Arrangements**

### **Reservations**

All US and Canada employees must use TravelQuest or BCD Travel (BCD) for all airline, hotel, and rental car reservations. BCD helps travelers arrange efficient itineraries and uses an independent audit system to assure economical rates. When traveler selected rates vary from low cost options, an exception report is generated. It is preferred that employees use TravelQuest to make domestic or simple international roundtrip flight arrangements, as well as for rental cars and/or hotels, in any Anixter location where TravelQuest is available.

All US and Canada employees should utilize the TravelQuest link on IntraQuest or Canquest for travel related reservations unless they are traveling on complicated domestic or international itineraries. TravelQuest and Concur are the technology tools used by Anixter. They are supported by BCD for online travel and significantly reduce Anixter's reservation costs.

To reach BCD Travel by phone, please call U.S. 866-441-8234. Canada 866-412-9265

Outside of the US and Canada, employees should use Anixter's preferred travel agency or approved online tool for booking travel for that country/city.

### **Group/ Meeting Travel Reservation Procedures**

Groups of ten or more employees traveling to the same destination may be eligible to receive travel discounts. A designated coordinator should contact the Anixter travel agency with the number of participants, origination locations, and meeting site. The travel agency will negotiate, where possible, group discounts. For meetings and events with less than ten participants, travelers should still contact the travel agency. In some cases, the travel agency may be able to secure discounts for smaller groups as well.

Alternatively, your meeting coordinator may negotiate directly with hotels for group rates. A copy of the agreement must be approved and signed by Anixter's Legal Department, and should be sent to the AP Travel Department for record retention. (Air travel must be arranged through BCD in the US and Canada, or the designated travel agency in all other regions.)

### **Making Arrangements for Suppliers, Customers or Job Applicants**

#### **US and Canada Only**

- If a non-Anixter traveler (i.e., supplier, customer or job applicant) desires to make travel arrangements through BCD Travel, an Anixter employee must make the reservations for him/her. BCD will charge the travel to a direct bill account, and it will be assigned to the Anixter employee's cost center.
- Travel arrangements made through BCD by the non-Anixter traveler will be charged to that individual's personal credit card. The non-Anixter traveler must submit a bill for expenses to Anixter. (Prior written approval by a senior executive is required for exceptions.)
- Corporate cards will not be issued to non-Anixter employees.

#### **Non-US and Canada Locations**

- Travel arrangements made for a non-Anixter traveler (i.e., supplier, customer, job applicant, contractor or agency employee), will be charged to the individual's or his/her company's credit card. The non-Anixter traveler must submit an invoice to Anixter for expenses. Anixter will reimburse through Accounts Payable once all proper documentation is received and approved. (Prior written approval by a senior executive is required for any exceptions.)

# Global Travel, Entertainment, and Expense Policy

---

## **Passports, Visas, and Other Travel Documentation**

Travel outside your home country may require a passport with an expiration date of greater than six (6) months from the date of travel.

In addition to a valid passport, many countries also require visas. US employees may use the website [www.CIBT.com](http://www.CIBT.com) account number 42303 to obtain visa and passport requirements, or you may contact the country embassy/consulate website or office. Employees should seek visa and passport requirements at least six to eight weeks in advance of foreign travel. In some cases, visas require application months ahead of travel and may also require a personal visit to a consulate or embassy.

An improper visa or lack of visa may result in significant delays and even denial of entry into a country. Some countries require visas for all persons entering the country, while others require visas for business travelers. Never attempt to enter a country without proper documentation, including misrepresenting yourself as a tourist to avoid business visa requirements. Such an action could invalidate business you have in that location and could also result in fines or jail by local authorities. In addition to passport and visa requirements, some countries have specific documentation requirements indicating invitation to the country business location and justifying purpose of business travel. Information regarding these requirements can be found by contacting the country embassy/consulate website or office. BCD is also a good resource for travel documentation requirements.

## **Immunizations and Emergency Medical Service**

Employees planning to travel internationally should talk with their local healthcare organizations regarding any required vaccination or immunizations.

US based employees planning to travel outside the US should use the Center of Disease Control and Prevention website (below) for information regarding immunization requirements. Employees may also check these websites for health information, tips for traveling abroad, and updated travel warnings.

Center for Disease Control  
<http://wwwnc.cdc.gov/travel/default.aspx>  
State Department Travel Warnings  
[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

Employees will be reimbursed for business travel related immunizations.

Employees traveling outside of their home country on business who require emergency accident and/or sickness medical services will receive coverage through an insurance program with Chartis Ambassador Travel Guard (Anixter's Travel Insurance Carrier). Travelers should carry an Out of Country Accident & Emergency Sickness Identification card at all times.. In case of an emergency, Chartis should be contacted immediately to assist the employee in receiving emergency medical care. (Refer to the addendum at the end of this policy for an employee identification card, insurance plan outline and insurance claim form.)

## **Accident and Emergency Sickness Medical Expense Benefit**

- If a traveler suffers an injury or sickness requiring treatment by a physician, Chartis Ambassador Travel Guard, Anixter's travel insurance carrier, will pay the customary charges incurred for medical services up to \$100,000.

For additional information, employees should contact Fran Nemeth, Corporate Treasury Risk Management Director (224-521-8074).

# Global Travel, Entertainment, and Expense Policy

---

## **Payment Methods**

### **Corporate Credit Cards**

All business related travel and entertainment expenses must be charged to the Anixter corporate credit card. Reimbursement will not be made for travel and entertainment charged to personal credit cards except under the following circumstances:

- The merchant used for the expense does not accept the corporate credit card. In this case, employees must indicate on their expense report that the merchant refused to accept the Anixter corporate credit card.
- New employees who need to travel and are in the process of obtaining a corporate credit card.
- The Anixter corporate credit card has "personal liability," meaning the employee is responsible for submitting required documentation for all expenses billed to the card, and any out-of-policy or undocumented transactions must be paid in full by the employee
- Employees who plan to travel for business and do not have a corporate credit card should contact their controller and/or the Director of Accounts Payable to obtain one. An emergency corporate credit card can usually be issued within 48 business hours.
- The Anixter corporate credit card may only be used for valid business travel expenses. Personal charges are not allowed. Use of the corporate card for personal use will result in notification to the employee's manager, possible suspension or cancellation of charge privileges, and possible further disciplinary action up to and including termination and legal action where applicable.
- Employees are responsible for submitting their expense report and paying any non-business related charges promptly and in full each month. Failure may result in notification to the employee's manager and/or possible suspension or cancellation of charge privileges.
- Late payment, delinquency, and annual membership reward fees are not reimbursable.
- Cash advances from the corporate credit card are not allowed.
- Corporate credit cards will not be issued to non-Anixter employees.

### **Direct Billing**

Direct billing of travel expenses is only allowed for:

- Major events such as large meetings, trade shows, and conventions.
- Accommodations for Anixter guests, such as suppliers and job applicants.
- Direct billings for employee lodging, meals, and rental cars must be approved by a senior executive prior to purchase.
- Obtain a purchase order or contract whenever possible to ensure services and prices are correct.
- Payments will be made directly to providers by the Accounts Payable department



# Global Travel, Entertainment, and Expense Policy

---

## **Travel**

### **Air Transportation**

#### **Commercial Airlines**

All airline reservations for US and Canada employees must be made through the link on TravelQuest or with Anixter's designated travel agency (BCD Travel). These sources offer the preferred airlines with which Anixter has negotiated discounts and should be utilized whenever possible. The travel agency will issue electronic tickets where available. When booking online, e-tickets will be issued. Other locations must use the designated agency for that location.

#### **Lowest Logical Airfare**

To obtain the lowest logical airfare, the travel agency representative may suggest one or more of the following:

- Specially negotiated fares with preferred airlines
- Non-refundable or penalty fares, unless travel plans are expected to change or a savings of at least \$100 cannot be realized
- One-stop or connecting flights
- Alternative airports
- Advance purchase fares
- Off peak flights
- Low cost airlines

#### **Advance Purchase**

When making reservations, travelers should book their trip as far in advance as possible. Airline ticket discounts are often available if booked 7, 14, 21 and 30 days ahead of the travel date. International business class discounts are often available if booked 60 days prior to your travel date.

#### **Class of Service**

Travelers are expected to fly only on commercial airlines, arranged through TravelQuest or BCD Travel. Domestic flights and all flights with a duration of five hours or less of flying time must be booked in Coach Class.

The cost of Business Class can be as much as 5 - 7 times the cost of Coach. Every employee should use good judgment when choosing to travel Business Class.

Employees may use Business Class only in the following instances:

- International flights when the total flying time exceeds five hours, excluding layover time (U.S. originating flights to Canada, Mexico and the Caribbean do not qualify for Business Class)
- Employees with certain physical conditions/disabilities
- When a senior executive has given prior written approval
- When traveling with customers, employees may use the same class of service as the customer

#### **Non-Refundable Tickets**

- Travelers are expected to utilize the lowest cost available airfare meeting required departure and arrival times.
- The purchase of non-refundable tickets is encouraged if the savings is \$100 or more and the trip is not expected to be changed or canceled.
- The travel agency tracks non-refundable tickets electronically in each employee's profile and encourages lower price tickets whenever possible.
- If the travel agency used in your country does not track non-refundable tickets, it is the employee's responsibility to keep track and to use unused tickets as soon as possible prior to expiration.

# Global Travel, Entertainment, and Expense Policy

---

## Unused Tickets (Refundable and Non-Refundable)

- Travelers must cancel any reservations prior to the scheduled departure date for tickets that will not be used. Cancellations may be made directly with the airline or with the agency that issued the ticket.
- All paper tickets must be returned to the travel agency that issued them. A copy of the ticket should be included with the expense report for processing payment to the airline.
- Electronic tickets (e-tickets) are tracked and administered for utilization/credit by the Company travel agency. For employees traveling outside of the U.S. or Canada, it is the employee's responsibility to notify his/her travel coordinator of the unused ticket. The travel coordinator will keep track of the ticket.
- All credits received must be included in the employee's next expense report.

## Refunds or Reimbursements

In the event that an employee receives a personal reimbursement from an airline, hotel, or other supplier as compensation for a cancelled flight or other travel inconvenience, the vendor reimbursement must be returned to Anixter if the original expense was paid by Anixter.

## Airline Vouchers/Denied Boarding

Airline vouchers are sometimes offered by airlines to entice a traveler to voluntarily give up his/her airline seat if a flight is oversold. The traveler may volunteer for denied boarding compensation only if:

- The employee is flying outside normal working hours.
- The delay in the trip will not result in any interruption or loss of business.
- There is no incremental cost to the company, e.g. additional night stay in a hotel.

## Frequent Flyer and Related Programs

Employees may accrue mileage from airline frequent flyer programs for their individual use, provided they do not request a particular airline or routing that is to Anixter's economic disadvantage in order to accumulate additional mileage. Fees for frequent flyer related programs are not reimbursable. Coupons and rebates earned while the employee is on business travel are the property of the employee.

## "Creative Ticketing"

Practices deemed unallowable by the airlines, such as "back-to-back ticketing" (purchasing two round trip tickets with the intent of using the departure from one ticket and the return from the other) or "ticketing beyond" (purchasing a less expensive ticket with the intent of getting off in a connecting city, not the booked destination) are not allowed by Anixter.

## Road Travel

### Rental Cars

All car rental reservations should be made on TravelQuest or BCD Travel. All employees must:

- Rent from a preferred supplier with which Anixter has a negotiated contract using TravelQuest. Anixter's contract number with the preferred provider must be provided at the time of booking. Anixter has favorable rates and/or additional insurance coverage with its preferred suppliers. A list of contracted car rental suppliers and their rates is available from the travel agency, programmed in the online booking tool and on the IntraQuest travel website.
- Refer to the Travel Accident Insurance section of this policy for rental car insurance information.
- Fill the gas tank of their rental car before returning it to the rental agency to avoid the high refueling charges. Note: Even if a low fuel price is quoted by the rental agency representative, do not accept the offer, and refuel prior to returning. The quoted price is for a full tank.
- All rental cars must be mid-size when renting for up to four people. Rentals of larger vehicles must be preapproved by your supervisor and explained on the expense report.
- File a police report if involved in an accident.

# Global Travel, Entertainment, and Expense Policy

---

## Personal Cars

It is recommended that an employee rent a vehicle for business travel whenever practical. Personal automobiles may be used for business travel only if:

- Use of the personal car does not result in costs that exceed the cost of a rental car or other commercial means of travel.
- Personal cars should only be used on trips averaging less than 200 miles per day. If an employee is expecting to incur substantial mileage over an extended period (more than 10 days per month average), the employee should rent a vehicle (if this is the lower cost option). In all cases, the employee should ensure the lowest cost option for Anixter is utilized.
- The employee should maintain at least the minimum personal injury and property damage liability coverage required by the state in which the employee resides if he/she uses a personal car for business travel. This coverage must equal or exceed \$100,000 per occurrence.

Anixter will reimburse mileage at the current company reimbursement rate. Anixter will not reimburse for the cost of fuel, maintenance, repairs or insurance for personal car usage. Mileage reimbursement is intended to cover this cost. Mileage will only be reimbursed if it is submitted on an expense report within 60 days of occurrence.

- - US – 38 cents per business mile
  - Canada – 42 cents per kilometer
  - CALA / APAC / EMEA- rates vary, please check with your local regional office

Note: The mileage/ kilometer reimbursement for US and Canada will be reviewed every six months and may be adjusted up/down per each country's specified agency that controls the national average. (US – Energy Information Administration of the US Dept of Energy. Canada – Ministry of Ontario)

- Employees involved in an accident while driving a personal car on company business must report the accident to the local police department and their own insurance provider. Anixter will not reimburse any out-of-pocket expenses or deductibles.
- Employees who are alleged to be responsible for injury or property damage while driving a personal car on company business should expect their own insurance provider to provide for their defense.

## Company Car / Car Allowance

Rules and regulations for company cars are provided by the Fleet Department in Glenview. Frequently asked questions may be found on the Fleet Department Link on IntraQuest. Contact Linda Ryzewicz, Corporate Fleet Manager (847-834-6112) with additional questions. Mileage will only be reimbursed if it is submitted on an expense report within 60 days of occurrence.

## Travel between Anixter Locations

Employee travel requirements, beyond work to home (see examples below), may be reimbursed at the allowed mileage rate. If this is the only expense incurred by the employee, expense reports should be submitted once a month.

- Example 1: If you typically drive 25 miles to work each day, but are required to attend a meeting or conference that is 35 miles from your home, you will only be reimbursed for the additional 10 miles each way (20 miles total), not the full 70 miles.
- Example 2: If you typically drive 25 miles to work and attend a meeting only 10 miles away, those miles are not reimbursable because it is fewer miles than you typically drive per day.

## Mileage/Kilometer and Toll Reimbursement

- U.S. and Canadian travelers must enter business mileage daily on Concur Expense and submit them monthly on their expense reports
- Non-US or Canada travelers must complete the applicable forms as required documentation for their expense report.

When requesting mileage reimbursement and related tolls, employees should include dates, roundtrip mileage for individual trips and reasons for travel. (This information is required by the tax authorities.) The Company will reimburse employees for toll way charges incurred during the course of business (such as "I-Pass" in Illinois or 407ETR in Toronto) if a statement is provided identifying use, business purpose, and company name for each day tolls are used for business travel. **Toll**

# Global Travel, Entertainment, and Expense Policy

---

replenishment fees are not reimbursable.

## **Hotels**

- Hotel reservations must be made on TravelQuest using BCD Travel, or a Region approved preferred hotel. BCD Travel and TravelQuest maintain a list of preferred hotels.
- Travelers should stay at properties where Anixter has negotiated rates whenever possible.
- When lodging can be reserved at a less expensive rate due to a special event, contact the travel agency to book the reservation and include in the itinerary. Do not book outside the Anixter travel agency or online booking tool, whenever possible.
- Travelers are entitled to stay in a single room with a private bath.
- Upgrades are permitted if there are no additional costs to the Company.
- Travelers may stay in a suite only if the trip exceeds ten days or if needed to conduct business (e.g. meetings, interviews) with authorization from a senior executive.
- The company will not reimburse for the use of the mini-bar except for soft drinks and bottled water.
- Valet parking will only be reimbursed for hotels where self-parking is not a practical alternative.
- The company will reimburse up to \$10 per day for health club charges at the hotel.
- Dry-cleaning and laundry services are reimbursable when a single business trip is seven or more days.

## **Hotel Cancellation**

All rooms are guaranteed for late arrival with the corporate credit card. Travelers are responsible for canceling hotel rooms in compliance with the hotel's cancellation policy.

- The traveler should contact the travel agency or the hotel directly.
- The traveler should request and record the cancellation number.
- Cancellation deadlines are based on the local time at the location of the property.
- The traveler will be held responsible and not be reimbursed for "no-show" charges.
- The employee must contact the corporate credit card provider to dispute charges, and should be prepared to provide the hotel cancellation number.
- The employee should not include a cancelled hotel expense in an expense report.
- The transaction will be put in dispute mode, and late fees will not be assessed on the hotel transaction if the corporate credit card company is contacted by the employee.
- If the dispute is denied by the corporate card provider, the employee will be responsible for any "no-show charges" and/or late fees.

## **Special Travel Conditions**

### **Extended Travel**

An employee may be reimbursed for business expenses incurred as the result of departing earlier or staying later. Such extended travel must:

- Be approved in advance by the employee's manager.
- Qualify the employee for a savings in airfare that offsets the added expense.
- Apply only to travel originally scheduled for less than six days.

### **Spouse or Companion Travel**

- The company will not reimburse travel and entertainment expenses incurred by non-Anixter individuals accompanying an employee on business, unless there is a bona fide business purpose pre-approved by a senior executive.
- Documented authorization must identify the non-Anixter individual and provide the business purpose for the individual to accompany the employee. The travel agency will not issue a ticket for the individual without such authorization.
- After the trip, the employee must include authorization documentation with his/her expense report.
- If an employee takes a non-Anixter individual on business trips without authorization; the employee will not be reimbursed for the additional expenses.

# Global Travel, Entertainment, and Expense Policy

---

## **Combined Business and Personal Travel**

Personal/vacation travel may be combined with business travel if 1) business travel is deemed necessary, 2) work can be completed as planned and is not impacted by personal travel, and 3) there is no additional cost to the company. The company will not pay for personal expenses including, but not limited to, additional meals or lodging costs, tours, or souvenirs.

If combining business and personal travel, the expense reimbursement details must be approved by the employee's manager prior to travel.

## **Meals and Entertainment – Anixter Employees**

The corporate credit card should be used for all meals and entertainment. The only exception is if the card is not accepted by the merchant.

Reimbursable Meals:

- Out of town meals for traveling Anixter employees.
- Out of town meals with local Anixter personnel if business is conducted.
- Out of town meals with local and out-of-town Anixter employees if business is conducted.
- Meal expense related to in-house training sessions.

Employees should follow the guidelines below for reasonable meal expenses. The Company reserves the right to not reimburse an employee for amounts exceeding guideline amounts.

- North America Employee Meals – Employees are expected to exercise good judgment to assure that the cost of their meal(s) is reasonable for their travel location. Certain cities can be more or less expensive than the average in North America. Except when employees travel to such locations, the total daily North America meal costs (including snacks, drinks and tips) should average no more than \$60 per day per domestic trip.
- International Employee Meals -- Total daily international meal costs (including snacks, drinks and tips) can vary significantly by country. Employees traveling outside of North America should consult their local Finance VP for daily meal cost guidelines.

## **Meals and Entertainment (Customers, Vendors, and Prospects)**

Business Meal expenses with Anixter clients, vendors, or customer prospects will be reimbursed only if the expense is appropriately documented and consistent with Anixter's policies, including without limitation, Anixter's Global Business Ethics and Conduct Policy, Global Government Contracts Policy, and Global Anti-Bribery Policy (collectively, "Anixter's Ethics Policies"). Enter the cost of meals and entertainment, including tax and tip, for all attendees. Include business purpose, attendees' names, and location. Anixter's policy is to treat its customers and vendors in a first-class manner by giving them excellent service. You may entertain customers and vendors, when appropriate, to show Anixter's appreciation for their business and to provide informal opportunities to better get to know them and to understand their business. However, all entertainment must be in compliance with applicable laws, as well as compliant with the customer or vendor's internal policies. Keep in mind that many government contractors have strict policies against acceptance of any meals or entertainment from their vendors. Any permissible entertainment must be reasonable and must not be lavish or extravagant or create even the appearance of impropriety.

## Global Travel, Entertainment, and Expense Policy

---

### **ENTERTAINING OR PROVIDING GIFTS TO ANY GOVERNMENT PERSONNEL IS STRICTLY PROHIBITED.**

Anixter's Ethics Policy expressly prohibits giving anything of value, including gifts, meals, entertainment or hospitality of even a nominal value, to "government personnel." Government personnel includes employees of the U.S. federal, state, or local government, as well as political subdivision, agency instrumentality, school district or educational institution funded in whole or in part by the United States federal government, county, municipality, township, district (including local government schools, public transit systems and redevelopment authorities,) or independent school district authorized by state charter or constitution. This also includes personnel that are not directly employed by the Government, but are acting on behalf of the Government. Any exceptions to this policy must be approved by the Legal Department. In addition, entertaining, providing gifts or anything of value to government employees, public officials, politicians or political candidates or ruling family members of any country or employees or officials of any international public organization anywhere in the world is prohibited. Any exceptions to this policy must be approved by the Legal Department.

All events require approval by an RVP. Entertainment expenses such as theater and sporting events where business discussions take place during, immediately before, or immediately after the event will be reimbursed. The corporate credit card should be used as the payment method. "Events" may include activities such as golf and are usually funded with meaningful vendor co-op marketing contribution.

A pre-approval form needs to be completed for all customer / vendor events with an estimated expense greater than \$2,500. The pre-approval form indicates the amount of spend, nature of the expenses, as well as any co-op monies expected from vendors. Finance will conduct a post-audit of the event to review spending and reimbursable co-op monies. Please contact your Finance VP for the pre-approval form and additional information.

If there are any questions as to the acceptability of anticipated entertainment, employees should seek guidance from their RVP prior to providing the questionable entertainment.

### **Sporting Events**

Season sports tickets are available for various teams and are purchased on an annual basis with payment made through Accounts Payable. These tickets are subject to normal spending approval levels and the restrictions in the preceding paragraphs. Corporate credit cards should not be used for these expenditures. A copy of this type of expenditure should be sent to the employee's controller to ensure the costs are shared between appropriate groups or divisions. In addition, the employee who purchases and controls the season tickets must keep a list of the employees who use the tickets, game attendee names (including vendor and customer names) and business purpose. Normally, an Anixter employee will attend the event to host the customer / vendor. However, it is permissible to allow all event tickets to be used by a customer / vendor. When tickets are purchased from a broker or other third party, the expense must be approved by a senior executive.

If individual event tickets are purchased in advance and the list of attendees is not known, the employee must follow up with the name of attendees after the event takes place. The list of attendees and business purpose must be included in the expense report.

**SPORTS TICKETS ARE SUBJECT TO THE SAME PROHIBITIONS AS OTHER ENTERTAINMENT SET OUT ABOVE.**

# Global Travel, Entertainment, and Expense Policy

---

## **GIFTS**

### **Gifts To / From Non-Employees**

Gifts received from a customer, vendor or other third party must follow Anixter's Ethics Policy. Anixter employees should not accept or provide gifts, favors, or entertainment if it would influence or even give the appearance of influencing a business decision. Anixter employees should not request or accept personal gifts, favors or entertainment. Anixter employees may never accept or give gifts of cash or gift cards.

As noted above, employees must never provide a gift or entertainment of any value to a US federal, state or local government employee or the employee, official, political candidate or ruling family member of any country or employee or official of any international public organization. As with entertainment, all gifts must be fully compliant with applicable laws, as well as compliant with the recipient's internal company policies and Anixter policies. No gifts should be provided where to do so would create even the appearance of impropriety. If an employee is uncertain whether a gift or entertainment is appropriate, he/she should talk to Anixter's Legal Department or Compliance Officer.

Employees giving gifts to non-employees must follow strict adherence to the following approval requirements.

- Up to \$50 gifts may be approved by a location manager level person.
- Gifts of \$51 - \$250 require approval by Anixter management one level below a senior executive. \*
- Gifts greater in value than \$250 require approval by a senior executive.

Employees are required to list the recipient's full name, recipient's company name, and business purpose on his/her expense report for any gifts given to non-employees. Documentation authorizing the expenditure must be included with the expense report.

**“Senior executive” is defined as “the President and CEO and his direct reports.” Anyone reporting to the direct reports of President and CEO would be defined as one level below.**

### **Gifts and Awards for Anixter Employees**

#### **Service Awards**

Employees who reach certain years of service milestones receive awards authorized by Anixter's Human Resource Department. These awards should be expensed as “Gift/Prize Employee” with the business purpose stated as “Service Award.” Cash, gift certificates, and gift cards are not acceptable awards.

**Any exceptions require prior written approval from the CEO, CFO, or their VP direct reports.**

## **MEETINGS**

### **Onsite Meetings at an Anixter Facility**

Field Location Internal Meetings – If a business meeting takes place during breakfast or lunch in a field location, an outside provider may provide it. The meeting must have a valid business purpose and an attendee list will be required.

Corporate Office Internal Meetings – If a meeting must take place during breakfast or lunch at the corporate office, the onsite cafeteria must serve it. The meeting must have a valid business purpose and attendee list.

Field Location or Corporate Office Overtime – If an employee is required to work more than 11 hours per day, Monday through Friday or required to come into the office on Saturday or Sunday for 4 or more hours per day, the manager may bring in food from an outside provider. The cost per person must be reasonable, and all participating employees must be listed on the expense report

# Global Travel, Entertainment, and Expense Policy

---

## **Offsite Meetings**

Meetings involving ten or more attendees may qualify for discounted airfare and/or hotel rates. Please contact BCD Travel or Anixter's Global Travel Manager for assistance with group contract negotiations, airline arrangements, hotel rooming lists, ground transportation arrangements and/or arrival or departure lists.

## **Telecommunications**

### **Telephone Calling Cards**

#### **US Only**

Anixter issues telephone calling cards linked to the corporate credit card. Telephone calling cards must be paid with the corporate credit card. Charges must be downloaded from the credit card transaction list at the time of expense report creation. The original copy of the corporate credit card statement that details the phone charges must be included in expense report documentation.

#### **EMEA / APAC / CALA**

Refer to your regional Accounts Payable Office for instructions on handling of telephone calling cards.

### **Air-Phone Usage**

Travelers should not use air-phones due to high cost. Travelers will be reimbursed for air-phone usage used only in emergency situations.

## **Cellular Phones**

Cellular phone bills should be submitted with your expense report. Employees traveling internationally should contact their local cell-phone support office for a cost-effective phone plan.

### **United States**

Cellular phones are reimbursed based on the following criteria:

- \$120 per month base plan plus taxes and surcharges for Outside Sales, System Engineers, Sales Directors, and Area Sales Vice Presidents.
- Specific Regional and Group Office employees based on need and approval by their department head. Support staff reimbursement is limited to \$60 per month base plan.
- Copies of all pages of the invoice must be included when submitting charges for reimbursement on expense reports.
- Items not required during the normal course of business, including, but not limited to, additional lines, family plans, internet data lines, ringtone and other miscellaneous downloads, text messaging, pix flix messaging, WPP insurance, PCS calls, warranties, media pack and late fees are not reimbursable.
- Any exceptions to these guidelines require RVP approval.

All employees authorized to use a Company cell phone should use the Anixter Corporate program with AT&T/Verizon Wireless. Family plans are not allowed to be used under the Corporate Program. The Company will contribute up to \$150 (including taxes) toward purchase of a wireless device and accessories (ear piece, adaptor and case) during any two-year period. BlackBerrys and other Smart Phones are subject to RVP approval and are limited to the Anixter Corporate Program. The phone number and all equipment purchased by Anixter remains the property of Anixter and shall be relinquished upon request or termination of employment.



# Global Travel, Entertainment, and Expense Policy

---

## **Canada**

Cellular phones will be reimbursed on the following criteria:

- \$200 CAD per month base plan (plus taxes and surcharges) for Outside Sales, System Engineers, Sales Directors, and Area Sales VPs.
- Specific regional and group office employees based on need and approval by their department head. Support staff reimbursement is limited to \$100 CAD per month base plan.

Items not required during the normal course of business including, but not limited to, additional lines, family plans, internet data lines, ringtone and other miscellaneous downloads, text messaging, pix flix messaging, WPP insurance, PCS calls, warranties, media pack and late fees are not reimbursable.

Any exceptions to these guidelines require RVP approval.

All employees authorized for a cell phone should be using the Anixter National Account Discount Program with Bell Mobility and Telus (Western Canada). The Company will contribute up to \$160 CAD (including taxes) toward the purchase of a new cell phone and accessories (e.g., ear piece, adapter and case) during any two-year period. BlackBerrys and other Smart Phones are subject to RVP approval and are limited to the Anixter national discount program. The phone number and all equipment purchased by Anixter remains the property of Anixter and shall be relinquished upon request or termination of employment.

## **EMEA, CALA and ASIA**

The company will pay for cellular phones and services for the following:

- Senior Management (VP and above), Outside Sales and employees who can justify business purpose (requiring VP approval).
- The maximum amount reimbursed to employees is based on the region program.
- Items not required during the normal course of business, including, but not limited to, additional lines, family plans, internet data lines, personal or non-business calls, ringtone and other miscellaneous downloads, text messaging, pix flix messaging, WPP insurance, PCS calls, warranties, media pack and late fees are not reimbursable.

All employees authorized for a cell phone should use the program authorized by your Regional Office. If no program is available, employees should use the least costly option available to them.

## **Pagers/PDA/Wireless Services**

The use of pagers or any other type of wireless service is not reimbursable. The only exception is pagers used by the IT organization and wireless devices used by IT security specialists. These exceptions require approval from a senior executive. The Accounts Payable department will be notified to add exceptions to the approved list.

## **Conference Calls**

Your local office phone switch should always be tried first. There are a maximum number of people that can be added to each business conference call. If the number of people exceeds your local office phone maximum, you must use the Anixter preferred provider.

Anixter's provider is AT&T Conferencing for Voice and AT&T connect for WEB Meetings. Please contact the Voice Technical Group in Glenview to setup an account.

# Global Travel, Entertainment, and Expense Policy

---

## **Contributions and Donations**

Contributions up to \$250 may be made at the discretion of the RVP or VP responsible for a function (purchasing, finance, etc). Contributions greater than \$250 require the prior approval of a senior executive. Documentation authorizing the expenditure must be included with the expense report. Contributions to political and religious organizations are not allowed.

## **Professional Membership Dues**

These expenses require pre-approval by an RVP or a VP who is responsible for a function (purchasing, finance, etc.). Documentation of the authorization must be included with the expense report.

## **Team Sponsorship**

Sponsorships up to \$250 may be made at the discretion of the RVP or a VP responsible for a function (purchasing, finance, etc). Sponsorships greater than \$250 require the prior approval of a senior executive. Documentation of authorization must be included with the expense report. Team sponsorships for Anixter employee family members are not reimbursable.

## **Other Occasions**

The company will reimburse employees up to \$100 USD for flowers sent to celebrate births or adoptions or for flowers/donation for the death of a family member of an employee.

For retiring employees, the Company will pay up to \$500 USD for a small gift and the cost of the cake and soft drinks if the retirement party is held in the company's facility.

These types of expenses should be applied to the "Gift/Prizes Employees" category on the expense report.

## **Expense Reports**

U.S. and Canada use the Concur Expense system on TravelQuest or CanQuest to process expense reports. Other Anixter locations process expense reports manually through Accounts Payable. Business units or countries not required to use the Concur Expense Reimbursement System should disregard references to the Concur System.

### **General Guidelines**

All employees must submit an expense report within at least one month of the trip to claim reimbursement for travel and business-related expenses. If you have any questions regarding expense reports in North America you may email the North America Accounts Payable Travel Administration Group or call (224) 521-8000 and ask for Travel Audit Group. In other locations, please contact your local Accounts Payable Department.

- Employees must use preferred airlines, hotels, and car rental companies whenever possible. Anixter has negotiated lower costs, more services, and in some cases, volume rebates through its preferred vendors. The usage of non-preferred travel suppliers is monitored and reviewed on a regular basis.
- Check all bills and documents for accuracy before accepting or paying them.
- Expense reports and all required documentation/receipts must be received by the AP Travel Audit Group within seven days from report submission.
- Expense reports must include a detailed description of the purpose of an expense including, but not limited to, what the expense was, names and businesses of all attendees, purpose of the expense or what was discussed, and the location of the expense or event.

# Global Travel, Entertainment, and Expense Policy

---

## Criteria for Expenses

In addition to the specific requirements listed elsewhere in this policy, the following criteria determine reimbursable expenses:

- Expenses must conform to the requirements of Anixter's Travel Policy.
- Travel and entertainment must be directly related to Company business.
- Expenses must be reasonable for the goods and services provided.
- Original receipts are required.
- Handwritten receipts are unacceptable.
- Credit card statements are not valid receipts

## Calculating the Exchange Rate

Employees should refer to their Corporate Card Statement to determine the appropriate exchange rate for international expenses. The employee should provide an exchange rate receipt for the exchange rate of the currency for any incidental expenses paid with cash. Employees using Concur Expense will not need to calculate the exchange rate as the system will automatically provide the conversion on expense reports.

## Foreign Currency Conversion

The website <http://www.oanda.com/currency/converter> may be used for currency conversion. Record all expenses in the employee's local currency, using one of the following conversion processes:

- For cash transactions, use the exchange rate in effect when the foreign currency was purchased. Add all currency exchange fees to your expense report.
- For credit transactions, use the rate billed on the corporate credit card statement.
- Foreign currency can be automatically converted when an expense report is created in Concur Expense.

## Expense Report Processing

- List the travel dates and trip purpose.
- Travel with other Anixter Employees: Names of any accompanying employees must be included. All employees must submit separate expense reports.
- Business Purpose for Trip/Expenditure: Clearly describe the business reason for the expenses.

## Transportation

- Auto Mileage: Enter the miles traveled each day on Concur Expense for US and Canada employees, and on your mileage logs for other locations. Include from/to location, customers/vendors visited, and purpose of the meeting.
- Auto Rental:
  - For Concur Expense users, download transaction at time of processing expense report. This will automatically populate specific information. A valid business purpose is still required. The rental car receipt must be included with the expense report.
  - For non-Concur users when filling out expense report, specific information is required including business purpose. The rental car receipt must be included with expense report.
- Baggage/Parking/Tolls/Taxi:
  - For Concur Expense users, download transaction at time of processing expense report. This will automatically populate specific information. A valid business purpose will still be required. If downloaded from corporate credit card, a receipt is still required if the expense is over \$25.

# Global Travel, Entertainment, and Expense Policy

---

- For non-Concur users, when filling out expense report, specific information is required including business purpose. Original receipt must be included with the expense report if over \$25.

## **Miscellaneous/Hotel and Lodging**

- For Concur Expense users: Download transaction at time of processing expense report. This will automatically populate specific information. A valid business purpose is still required. In addition, the hotel information must be itemized. The itemized hotel bill must be submitted with your expense report.
- For non-Concur users: When completing expense reports, specific information is required including business purpose. The itemized hotel bill must be submitted with your expense report.
- Any charges on the hotel bill for meals, phone calls, room service, exercise facilities etc, must be itemized into the correct category on the expense report.

## **Detail of Business Related Meals and Entertainment**

Complete a detailed description of all meals and entertainment, including others present (first and last name of all attendees), city where expense occurred, and business purpose.

- Individual Employee Only Meals/Entertainment and expenses paid by cash: Enter the cost of individual's meals and entertainment, including tax and tip. Original receipt is required if expense is over \$25 in the U.S. & Canada.
- Multiple Anixter Employee Meals/Entertainment: Enter the cost of meals and entertainment, including tax and tip, for all employees attending, and include the city of occurrence.
- For Concur Expense users: Download the transaction at time of processing the expense report if the corporate card was used to pay the expense. This automatically populates specific information. A valid business purpose, attendees and location are required. Original receipt is required if expense is over \$25.
- For non-Concur Expense users: Specific information is required on the expense report, including business purpose, attendee and location. Original receipts must be included with the expense report if the expense is over \$25.

## **Detail Description of Miscellaneous Expense**

Complete a detailed description of all miscellaneous expenses including a description of each expense, who was involved, where the expense occurred, and the business purpose.

## **Expense Detail Fields – Definitions**

Vendor – Examples: United Airlines, Benihana, National Car Rental, Cingular, Marriott, etc. Tickets purchased through BCD by phone or online on TravelQuest will automatically be detailed on Concur Expense

Company Name – the customer / supplier you are entertaining or visiting.

Attendees – Meeting or event participants and include first and last names

Business Purpose – Examples:

- Denver loc 123 sales meeting – Belden spiff (Internal)
- CommScope customer visit – new product roll out (External)
- Supply chain training at IBM Chicago location (External)
- WMS training at loc 147 (Internal)
- Lunch at loc 266 - review quarterly sales(Internal)
- Dinner with CommScope – Business development (External)

**Location** – If you download expenses, this will download automatically. If expenses are not downloaded, identify location of the transaction. For example Don's Fishmarket is located in Skokie, IL.

**Account Distribution** - Use the category/account distribution section of the expense report to charge expenses to the appropriate general ledger accounts.

# Global Travel, Entertainment, and Expense Policy

---

## **Expense Report Submission / Approval**

Employees may not authorize or approve their own travel or reimbursement.

### **The Traveling Employee**

By submitting the expense report, the employee certifies that all claimed expenses:

- Were incurred while traveling on company business.
- Are fully documented with receipts and explanations.
- Fully comply with Anixter's travel policy.

### **The Approving Supervisor**

By approving the expense report, the manager certifies that all claimed expenses:

- Are reasonable and necessary.
- Are fully documented with receipts and explanations.
- Fully comply with Anixter's travel policy.

To satisfy tax authority requirements, you must include the following documentation with the expense report:

- For air transportation, Concur Expense users: Original receipt is required with the expense report for every airline ticket purchased. For non-Concur users: submit the detailed receipt issued by the carrier or electronic ticket receipt issued by the travel agency with your expense report.
- For hotels, submit the itemized bill issued at check-out with the expense report.
- For cellular or mobile phone use, submit a statement issued by the service provider that includes detailed call data. Such statements may require an additional monthly fee. Use of personal cell phones is discouraged and any associated charges must be authorized in advance by an Executive VP. Email documentation of Executive VP approval must be included with the expense report.

### **Routing**

Send expense report, receipts and other documentation requirements as instructed by your Accounts Payable Department.

- Receipts and any additional required documentation must be attached to the expense report prior to submission. American Express cards will not be paid until all required documents are received. If late fees are assessed, they must be paid by the employee.

#### **If termination occurs:**

- The employee will be required to create manual expense reports.
- The manager will review and approve the manual report.
- The manager will route the report to AP.
- All manual reports will be audited and validated for adherence to policy guidelines.
- Reimbursement will be held until all documentation requirements have been met. This could cause the employee to incur late/delinquency fees (which are not reimbursable).

## **Travel Accident Insurance**

### **OUT OF COUNTRY MEDICAL INSURANCE**

If while traveling on company business outside of his / her country of permanent residence, during the course of any trip of less than 180 days, an employee suffers an injury or contracts a sickness that requires him/her to be treated by a physician, Chartis (through its business unit Ambassador Travel Guard) will pay the Usual and Customary Charges incurred for covered medical expense services received due to that injury or sickness up to \$100,000, with no deductible, per insured for that injury or sickness. This benefit is payable for such charges incurred outside the insured person's country of permanent residence and within 26 weeks after the date of accident causing that injury or the onset of the sickness.

### **Anixter's Current Policy Coverage**

**Please open the attached document and print the ID card. This should be carried with you at all times when traveling internationally on company business.**



Medical ID Card

### **What to do when you are injured or sick:**

#### **Life-Threatening injury or illness**

- If your injury or illness is life threatening, go to the nearest hospital and immediately seek emergency medical care.
- Provide the hospital with a copy of the Out-of Country medical ID card and have the hospital call the US / Toll free number as follows:
  - 1-877-244-6871 – Toll Free within the United States
  - (US Country code) -715-346-0859
- Once the injured employee is able to, he/she should also follow up with a phone call to Ambassador Travel Guard to discuss his/her claim.
- Please note that sometimes a hospital may require that the sick or injured employee pay a Hospital Admission Guarantee Charge and/or a Medical Expense Guarantee Charge before they will allow our employee to seek treatment.
  - In these situations, the employee should have the hospital call Ambassador Travel Guard at either the 877-244-6871 (toll free) or 715-346-0859 (collect) number as Ambassador will pay the actual expenses incurred on behalf of Chartis for the guarantee of the payment to the Hospital or the medical provider up to a maximum of \$5,000

#### **Non-life threatening injury or illness:**

- Call the contact telephone numbers on the Out of Country Medical ID form to set up a claim.
- Ambassador Travel Guard can direct you to a medical facility where you can seek medical attention.
- Provide the healthcare provider with a copy of the Out-of Country Medical ID card.
- Request that the medical provider contact Ambassador Travel Guard so that they can be billed directly for medical services.
  - If the medical provide will not call to arrange billing, the employee must either:
    - Contact Chartis and ask them to contact the medical provider and establish a billing arrangement
    - Pay for medical services out-of-pocket and then submit a claim form along with the receipt to Fran Nemeth, Anixter Glenview (224-521-8074). Fran will submit the claim form to Chartis for

# Global Travel, Entertainment, and Expense Policy

---

reimbursement.

## **If you do not have your Out-of-Country Medical Card with you:**

If the Anixter employee traveling on company business (and meets the travel criteria above) becomes injured or ill and they cannot locate their ID card, medical expenses may be paid for out-of-pocket and can be submitted to Ambassador Travel Guard after treatment has been rendered. Please contact Fran Nemeth at Anixter Glenview (telephone: 224-521-8074) for a claim form. Please note that you will also be required to submit a copy of your itinerary providing documentation of the business travel.

## **Spousal / Guest Coverage:**

If a spouse or other guest that accompanies an Anixter employee on a business trip becomes injured or ill, our employee's spouse / guest can also file an Out-of-Country medical claim by using the steps above. Please note that when a claim is reported that the individual should indicate that they are a spouse or guest of the employee.

## **Travel to Restricted Countries:**

Travel to OFAC sanctioned countries is excluded from coverage under Anixter's Out-of-Country Medical insurance coverage. OFAC sanctioned countries are subject to changes, but can include the following: the Balkan countries (including Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia), Belarus, Burma, Cote d'Ivoire, Cuba, Democratic Republic of the Congo, Iran, Iraq, Lebanon, Liberia, North Korea, Somalia, Sudan, Syria and Zimbabwe.

If you are traveling to one of these above countries, you must contact Fran Nemeth at 224-521-8074 so that she may alert the insurance carrier of the planned travel and purchase separate coverage.

## **Covered Medical Services**

The following is a list of medical services that are covered under Anixter's Out-of-Country medical insurance policy:

- Hospital semi-private room and board (or, when medically necessary, room and board in an intensive care or cardiac unit); Hospital ancillary services (including but not limited to, use of the operating room or emergency room); or use of an Ambulatory Medical Center.
- Services of a physician or a registered nurse (R.N.)
- Ambulance service to or from a hospital
- Laboratory tests
- Radiological procedures
- Anesthetics and the administration of anesthetics
- Blood, blood products and artificial blood products, and the transfusion thereof
- Physical therapy and occupational therapy
- Rental of durable medical equipment
- Artificial limbs, artificial eyes or other prosthetic appliances
- Medicines or drugs administered by a physician or that can be obtained only with a physician's written prescription

## **Excluded Medical Services:**

### **Chartis will not pay benefits for any loss, treatment of services resulting from or contributed by the following:**

- Repair or replacement of existing artificial limbs, artificial eyes or other prosthetic appliances or rental of existing durable medical equipment unless for the purpose of modifying the item because injury or emergency sickness has caused further impairment in the underlying bodily condition.
- New, or repair or replacement of, dentures, bridges, dental implants, dental bands or braces or other dental appliances, crowns, caps, inlays or onlays, fillings or any other treatment of the teeth or gums, except for repair or replacement of sound natural teeth damaged or lost as a result of injury or emergency sickness not to exceed \$250 per tooth per accident.
- New eye glasses or contact lenses or eye examinations related to the correction of vision or related to the fitting of glasses or contact lenses, unless injury or emergency sickness has caused impairment of sight, or repair or replacement of existing eyeglasses or contact lenses unless for the purpose of modifying the item because injury or

# Global Travel, Entertainment, and Expense Policy

---

emergency sickness has caused further impairment of sight.

- New hearing aids or hearing examinations unless injury has caused impairment of hearing; or repair or replacement of existing hearing aids unless for the purpose of modifying the item because injury or emergency sickness has caused further impairment of hearing.
- Rental of durable medical equipment where the total rental expense exceeds the usual purchase expense for similar equipment in the locality where the expense is incurred (but if, in the company's sole judgment, Accident Medical Expense Benefits and Emergency Sickness Medical Expense Benefits for rental of durable medical equipment are expected to exceed the usual purchase expense for similar equipment in the locality where the expense is incurred, the company may, but is not required to, choose to consider such purchase expense as a usual and customary covered medical expense in lieu of such rental expense).
- Personal comfort or convenience items, such as but not limited to hospital telephone charges, television rental, or guest meals.
- Any condition for which the insured is entitled to benefits under any Workers' Compensation Act or similar law.

## Theft / Loss of Property While Traveling for Business

### Loss / Theft of Corporate Owned Property –

Employees must report any loss of company property while traveling to their manager and Anixter's Information Security Department as soon as the loss is noticed. In cases of theft, employees must notify local police or law enforcement and submit a copy of the police report to their manager and/or IS department. The theft of an Anixter laptop or Blackberry is not typically covered by our property insurance policy as the value of the item stolen falls within the policy's \$10,000 deductible. However, the theft of Anixter products at a trade show may be covered by Anixter's property insurance policy if the value of the goods stolen is greater than \$10,000. In this situation, file a police report and contact Fran Nemeth at 224-521-8074.

### Personal Property Loss While Traveling For Business

Loss of personal property due to theft, fire, or natural disaster during company travel may be reimbursable. However, employees must first submit such personal losses to their own insurance provider, as follows:

- **If the employee's insurance provider pays the claim...**  
Anixter will reimburse the deductible. The employee must submit proof of deductible with request for reimbursement as a separate expense report. Reimbursement will be an expense in the employee's department budget.
- **If the employee's insurance company denies payment of the claim...**  
Anixter may reimburse the deductible as well as the amount denied by the employee's insurance provider, subject to approval by the employee's manager, Corporate Human Resources, and Corporate Security. The employee must submit a copy of the original claim, an inventory of all losses and a copy of the claim denial with the request for reimbursement. In cases of theft, the employee must submit a copy of the police report.

## Rental Car Insurance

### US Domestic Rentals

- In the US, Hertz Car Rental is the primary preferred carrier and National/ Enterprise Rent-a-Car are the secondary providers.
- For Hertz rentals in the Continental US (excluding Alaska and Hawaii) and National and Enterprise rentals in the Continental US, Puerto Rico and the District of Columbia, when an Anixter employee rents a car for Business purposes, coverage for any damage to the rented vehicle (loss damage waiver (LDW) is included in our negotiated rate and should not be purchased separately.
- Both the Hertz or National agreements provide Anixter with the following additional insurance coverage for third party bodily injury or property damage when a car is rented for business purposes:
  - \$100,000 of third party bodily injury coverage per person / \$300,000 aggregate for third party bodily injury coverage per accident
  - \$25,000 third party property damage



# Global Travel, Entertainment, and Expense Policy

---

Linda Ryzewicz (847-834-6112) and Fran Nemeth (224-521-8074) should be notified of accidents involving the use of a rental car so that they may report claims in excess of the underlying rental car company insurance coverage limits to Anixter's automobile liability insurance carrier. As insurance coverage is already included in the negotiated rates for Anixter's primary and secondary rental car company negotiated rates, supplemental insurance should not be purchased and will not be reimbursed by Anixter.

## US Rentals Driving into Mexico

- Anixter's rental agreement with National allows for automobiles rented from the following specific locations to be driven into Mexico:
  - Arizona: Phoenix and Tucson
  - California: Burbank, Los Angeles, Ontario, Orange County and San Diego
  - Texas: El Paso, Laredo, Harlingen, McAllen, and San Antonio
- Please note that if an employee is renting a car in the US to cross into Mexico, the employee must purchase automobile insurance for coverage in Mexico at the border before crossing into Mexico. It is imperative that this insurance is purchased, as Mexico does not recognize US insurance; and if an employee was involved in an accident without insurance, the employee could be arrested.

## Canadian Employee Rental within Canada

- Anixter's agreements with Hertz and National do not include Collision Damage Waiver (CDW) coverage for physical damage to the rental vehicle. However, CDW coverage is automatically provided when using the corporate credit card. If a problem occurs where the car rental representative tells the Anixter employee that damage insurance is required, the employee should call American Express Insurance at 905-475-4822 for verification. In Canada, liability insurance is included for \$1 million CAD and additional coverage is not required.
- Second Driver: If traveling with a second Anixter employee who holds a valid corporate credit card, and driver's license, he/she is also covered by the insurance. Additional fees for a second driver are not required.
- In case of damage to a rental car in Canada, the employee should immediately email or call Karen Brown, North America Accounts Payable (847-834-6165) for instructions and a claim form.

## Canadian Employee Rental Outside of Canada

- When renting outside of Canada, the purchase of Liability Insurance Supplement is required to ensure coverage equals \$1 million CAD. CDW insurance is automatically provided when using the corporate credit card.

## Employees Traveling Outside US or Canada

### Rental car insurance should be purchased, unless covered by the corporate credit card.

- Anixter's rental agreements with Hertz and National do not provide coverage for loss damage waiver (LDW) (damage to the rental vehicle itself) outside of the US, but may include the minimum amount of third party bodily injury liability protection as determined by the applicable laws of each country.
- If an employee is renting a car outside of the United States, he/she must purchase full insurance coverage.
- If an Anixter-rented automobile incurs damage as the result of an accident regardless of who is at fault, an accident report or the employee's return of the damaged automobile to the rental agency will constitute a notice of the loss claim to the rental company.

## Key Travel Contacts

| <b>Key Travel Contacts</b>                        |                     |
|---|---------------------|
| <b>BCD Travel</b>                                 |                     |
| <b>Anixter US</b>                                 |                     |
| Toll Free US (Option 3)                           | <b>866-441-8234</b> |
| International and After-Hours Emergency (collect) | <b>770-497-2783</b> |
| Fax   | <b>770-390-7748</b> |
| <b>email:</b>                                     |                     |
| Anixter@bcdtravel.com                             |                     |
| Accu-Tech@bcdtravel.com                           |                     |
| <b>Anixter Canada</b>                             |                     |
| Toll Free   | <b>866-412-9625</b> |
| International and After-Hours Emergency (collect) | <b>770-486-2783</b> |
| Fax   | <b>770-698-2516</b> |
| <b>email:</b>                                     |                     |
| Anixter.ca@bcdtravel.com                          |                     |

If you have any questions concerning this policy, please contact Steve Balk 224-521-8595, Darla Shor at 847-834-6146, or Karen Brown at 847-834-6165.

## Chartis Ambassador Business Travel Accident Insurance Information



Medical ID Card