

Healthcare Professional Travel

In your work at Cook Medical, you will occasionally be working and traveling with healthcare professionals (HCP). There are a few guidelines to follow for HCP travel and expense reporting. Physicians you work with may ask you questions about those guidelines, so familiarize yourself with the following information.

Cook's view on HCP travel

Cook policy allows for necessary and reasonable healthcare professional travel and related expenses under a few limited circumstances:

1. Infrequent tours of Cook manufacturing facilities
2. Cook product training
3. As necessary to perform required services for Cook under a written professional services agreement that must be in place prior to the performance of the services
4. Outside the U.S., where and as allowed, travel to attend third-party educational conferences

Note: Cook policy and medical device industry standards do not allow Cook to provide travel or related expenses for the spouses, family, or other guests of healthcare professionals.

Open Payments (U.S. Sunshine Act)

You are probably familiar with this recently implemented law. Under this law, medical device companies must report to the Centers for Medicare & Medicaid Services (CMS) any payments or transfers of value the company provides to physicians and teaching hospitals. This includes travel reimbursements that we give to physicians who are traveling while working on our behalf. Below are a couple of details that physicians may ask you about related to travel expenses:

- Meals and airfare associated with a manufacturing facility tour are considered transfers of value and are reportable under Open Payments.
- Flights on company aircraft are valued the same as a first class roundtrip ticket from the flight's origin to destination.

Visit <http://openpayments.cookmedical.com> and view the Open Payments Fact Sheet at <http://compliance.cookgroup.com> for more information.

Expense disclosures globally

Many countries have enacted, or are planning to enact, similar laws about industry-provided payments to physicians. For more the most up-to-date information, visit <http://compliance.cookgroup.com>.

Managing travel expenses

The guidelines for physician travel are the same as the suggestions that we offer you in this booklet on managing travel and expenses.

• Airline reservations and changes

We request that physicians reserve their flights through Cook Travel. A physician should schedule his or her flights to originate at the airport closest to his or her home or place of employment. The destination airport should be the closest one to the Cook manufacturing facility, location of product training, or the location where the professional services are to be provided, unless other, necessary arrangements have been made in writing.

• Class of service

In general, on short or in-country trips, physicians should fly coach or economy class. If they are traveling between continents with the approval of the SBU leader they are working with at Cook, they may fly business class when warranted.

Please note that if a physician wants to upgrade to a better seat (extra leg room, a particular row, or a higher class), he or she will need to pay the cost for the upgrade or use points accumulated through promotional programs.

• Changes and cancellations

If a physician needs to *change* a flight, he or she should contact Cook Travel or speak directly with the airline.

If a physician needs to *cancel* air travel reservations, he or she should let Cook Travel know as soon as possible, prior to the scheduled departure date and time, to avoid a total forfeit of the ticket costs. Sometimes the cost of tickets can be credited back to the payer. Nonrefundable tickets might be usable within a certain time period.

It is best to schedule or make changes to travel during normal Cook Travel business hours. In case of emergency, however, physicians can use the emergency after-hours travel hotline listed on the bottom of their itineraries. See the back cover for Cook Travel hours and contact information.

• Parking

Long-term parking areas are the most affordable and should be used by physicians who are leaving their cars for more than 12 hours. Physicians should be mindful of the cost of parking and compare it to using other ways of getting to their destination, like taxis and shuttles. Business-related highway tolls are reimbursable expenses.

Cook Travel website: www.cookmedicaltravel.com

Travelers in the Americas

Cook Travel

(North America, Latin America, Caribbean)

Phone number: 800.542.1687

E-mail: travelagent@cookmedical.com

Office hours (EST):

8:30 am - 5:00 pm (Monday - Friday)

Travelers in EMEA (Europe, Middle East, Africa)

Cook Medical Travel (Excluding Danish employees)

Phone number: + 353 61 250700

E-mail: travel@cookmedical.com

Office hours (GMT):

07:30 - 17:00 (Monday - Thursday),

07:30 - 16:00 (Fridays)

Cook Medical Travel (Danish employees)

Phone number: + 45 5686 8686

E-mail: travel@cookmedical.com

Office hours (CET):

08:30 - 16:30 (Monday - Thursday),

08:30 - 16:00 (Fridays)

The after-hours emergency travel hotline phone number is located at the bottom of your travel itinerary. Please use this number only in emergencies.