

Form A/B
BUSINESS EXPENDITURE INVOLVING GOVERNMENT OFFICIAL(S)
 Complete and Submit to Ethics@Pentair.com



Request for Reimbursement for Gift Worth MORE than US \$125 per person

Request for Reimbursement for Meals, Entertainment, and Logos Worth MORE than US \$125 per person

Request for Reimbursement for Travel and/or Lodging Expenditure

Before submitting, you should have already obtained the approval of both your manager and business leader.

Refer to *Procedures Government Interactions With Government Officials*

SECTION 1 – BENEFIT INFORMATION - DESCRIPTION

REQUESTER?REPORTER NAME	GLOBAL BUSINESS UNIT	TELEPHONE NO. ()	EMAIL
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TITLE/POSITION

SECTION 2 – BENEFIT INFORMATION - DESCRIPTION

DESCRIPTION OF BENEFIT (attach a separate sheet of paper if the space provided below is inadequate)

TYPE	DESCRIPTION	TOTAL NO. OF DAYS	TOTAL ESTIMATED US \$ VALUE	US \$ VALUE PER PERSON
MEALS(\$) For each recipient, list number and type(s) of meal(s), e/g/ breakfast, lunch, dinner and location of each.				
LODGING For each recipient, list hotel name or other lodging, location, & type of room, e.g., standard, suite.				
LOCAL GROUND TRANSPORTATION For each recipient, list transportation, e.g. rental car, company bus, and describe destinations, including any 'side trips' or entertainment.				
AIR TRAVEL (INTERNATIONAL) For each recipient, list itinerary (including country of origin, all stops and port of entry) & class (e.g., first, business, economy) and dates of travel.				
AIR TRAVEL (DOMESTIC) For each recipient, list itinerary & class (e.g., business, economy) and dates of travel				
RECEPTION(S) List location of reception, e.g., hospitality suite at hotel or club. Describe food, beverages, & other fare for proposed event. Describe if entertainment is integral to proposed event.				
GIFT(S) For each recipient, describe gift(s) & indicate whether embossed with Pentair logo.				

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LOGO ITEMS For each recipient, describe item(s) embossed with Pentair logo in this category				
ENTERTAINMENT For each recipient, describe proposed entertainment, e.g., concert, golf outing, sporting event & location				
OTHER (INCLUDING SPONSORSHIPS) For each recipient, describe any other proposed gratuity, payment or benefit not listed above.				
Sum the total estimated value and the total per person cost	TOTAL			

SECTION 2 – BENEFIT INFORMATION - DESCRIPTION

LOCATION OF BENEFIT	CITY	STATE (if applicable)	COUNTRY	DATE OF BENEFIT

Details of Pentair personnel & any other persons (other than government official(s) who will be present & receive & participate in the benefit (attach a separate sheet of paper if the space provided below is inadequate)

NAME	TITLE	PENTAIR BUSINESS UNIT

SECTION 3 – GOVERNMENT OFFICIALS INFORMATION

Description of recipient(s)/attendee(s) (attach a separate sheet of paper if the space provided below is inadequate)

NAME	TITLE	PENTAIR BUSINESS UNIT

If multiple recipients, name of the most senior recipient:

Payment for spouses/family members of government officials for travel/lodging is prohibited. Payment for spouses/family members of the government official(s) for other purposes (e.g., entertainment), is strongly discouraged. However, under those rare circumstances where it is necessary, provide names of those who will be present & receive the benefit & their relationship to the government official(s).

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Customer relationship (check ALL that apply)	
POTENTIAL CUSTOMER CURRENT CUSTOMER PAST CUSTOMER	CURRENT NEGOTIATIONS, OPEN TENDERS OR ONGOING PROJECTS WITH ANY RECIPIENTS - Describe:
SECTION 4 – OTHER INFORMATION	
Does the relevant customer contract contain any prohibition or limitation on, or other reference to giving of gifts, gratuities, or other items of value to the customer or its officers or employees?	
YES NO If YES, please attach a copy of the relevant contract provision to this form.	
Will the government official(s) be traveling on a Government 'per diem'?	
YES NO	
If YES, list the amount of the 'per diem'. _____	
SECTION 5 – OTHER INFORMATION (CONTINUED)	
In the case of travel and/or lodging, respond to the following questions:	
1. Has the travel and/or lodging been approved by the government officials supervisors or superiors? If YES, attach written evidence of the approval.	
YES NO	
2. Is the travel and/or lodging provided pursuant to an express requirement in a written agreement between Pentair and a customer? If YES, attach written evidence of the approval.	
YES NO	
3. Will Pentair charge the costs associated with travel and/or lodging back to the customer?	
YES NO	
4. Is a cash per diem being proposed? If yes, state the amount per day, and the purpose.	
YES NO	
Previous benefits	
To your knowledge or belief, have any of the government officials received any other benefit from Pentair in the last 12 months?	
YES NO	
If YES, describe all other benefits that Pentair has provided to the government official(s) identified above and, in the case of air travel and/or lodging, other government officials employed by the same Government. Please attach copies of prior request forms (attach a separate sheet of paper if the space provided below is inadequate)	
Other relevant information	

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SECTION 5 – REPORTING RELATIONSHIPS

YOUR MANAGER'S NAME AND TITLE

YOUR HR REPRESENTATIVE

YOUR GLOBAL BUSINESS UNIT LEADER

SECTION 6 - CERTIFICATION

I hereby certify that:

(i) the information provided above is true, accurate, and complete:

(ii) the benefits provided comply with Pentair's *Anti-Bribery Policies and Procedures Governing Interactions with Government Officials*;

(iii) I have already received the approval of my business manager.

REPORTER'S NAME

SIGNATURE

DATE