Sun Health™
EMPLOYEE SERVICES

POLICY: Company Credit Card

Original Implementation Date:	04.2013	*Date Reviewed/ Revised:*	01/18/2020	*Area of Responsibility:*	Finance	*Version:*	1

PURPOSE: In an effort to establish a uniform policy for the issuance of company credit cards, approving expense reports for credit card charges, reconciling the monthly credit card statement and the return of the credit card itself upon the employee's termination.

Regular, full-time employees may apply for a company credit card but must obtain prior, written approval from the Chief Operating Officer or the Executive Director using the attached document. To be eligible for a company credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use within their scope of operation, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

Company credit cards are limited to a maximum of $5,000, however, individual credit card limits may be less. Cardholders should retain and refer to the paperwork the card is attached to upon issuance for credit limits and billing addresses. Increases to the established maximum may be made on a case-by-case basis by the Chief Operating Officer.

Company credit card expenditures must be reconciled on an expense report and submitted with original receipts to the Accounting Department within 5 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the Accounting Department, the employee's company credit card will be cancelled.

Each cardholder will submit a completed expense report for the card assigned to them regardless of who initiated the charges. The expense report can be found on the Public Drive under forms. The charges must be detailed showing what was purchased and how it was used. Notations such as; "booze and beer," "lunch at the Green Hornet," "prizes," are not acceptable. The expense report must explain how the items were used: Octoberfest activity at the Retirement Center, whom you took to lunch: Joe Smith from USA Corp. to lunch to discuss their services or what the prizes were used for: Prizes awarded during the employee luncheon held on July 1, 2007. Incomplete expense reports will be returned to the employee's immediate supervisor for further clarification.

- Tips and gratuities should not be listed separately (unless they are unusual) on the expense report but should be included in the cost of the related items. Attach explanations of unusual tipping charges.
- Telephone charges above $5.00 must be explained on the expense report.
- Local, state, and federal tax charges should be included in the items to which they apply.

- Employees may not entertain clients or be entertained by clients at sexually oriented facilities. For example, topless bars, ladies' clubs, gentlemen's clubs, and the like may not be used for entertainment.

Completed expense reports must be approved by the cardholder’s immediate supervisor and forwarded to the Management Company for processing.

The company credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of company credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed. Lost or stolen cards must be reported immediately to the Chief Operating Officer.

<u>Non-employee Coverage</u>

Expenses incurred during pre-employment interviews or other pre-placement activities by non-employees are reimbursable if they are reasonable and in direct relation to the position for which the individual is being interviewed. The comptroller's approval must be obtained in advance for such expenditures.

Non-employee travel expenses must be substantiated by expense reports, receipts, etc. The preceding guidelines apply to non-employee travel as well.