

## EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All business-related expenditures **must** be accompanied by a receipt or evidence of expenditure to receive reimbursement.

Business charge cards are provided as a convenience to the employee. Business charge accounts should not be used for personal items.

Without exception, expenses charged on a business charge account and not supported by receipts or evidence will be charged back to the employee and deducted via a payroll deduction. Failure to follow guidelines for business charge cards will result in termination of the card.

2. All items purchased or charged by the employee are to be itemized on the approved company expense report. All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in sufficient detail.
3. Expense reports must be signed and dated by the employee and initialed by the manager showing approval. Reports are due in the accounting department by the 5<sup>th</sup> of the month following the month the expense was incurred in. You expect timely reimbursement and we expect the expenses to be filed timely.

Reimbursement will be made within 14 days of filing a timely expense report. Checks will only be cut once a month for reimbursement.

4. Any expense report older than 60 days will be **not** be reimbursed.

Agreed to this \_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_

Stafford Development Company and Affiliates  
Policy – Corporate Credit Card

1. Issuance of Card and credit limits must be approved in writing by an officer of Stafford Development Company.
2. Each cardholder is responsible and accountable for the proper use of the Corporate Credit Card, including the timely submission of necessary statements, receipts, reports, and other documentation to assure the Corporation's ability to make prompt credit card payments. Receipts must be turned in accounting department three days prior to end of the month.
3. The cardholder is responsible for all transactions made with the card. The cardholder shall retain itemized receipts and any other information related to a card transaction and forward them to Accounts Payable along with a completed Business Expense Report as documentation for all charges made, and such documentation shall comply in form and substance with the applicable corporate polices related to expense reports.
4. Though the Accounting staff will be happy to assist you, it is the responsibility of the cardholder to attempt to resolve any disputes with a vendor. If resolution is not possible, the cardholder should report the problem to the appropriate Accounting staff within 30 days of the original transaction.
5. As with any credit card, the Corporate Card must be signed by the named cardholder. Only the named cardholder should use the card.
6. The cardholder is responsible for reporting the loss or theft of her/his card immediately to the Accounting staff.
7. The card is for business purposes only. Personal charges should not be charged on the card. Should personal expenses be placed on the card they should specifically be identified on the expense report and reimbursed immediately. By agreeing to this policy, you also give the company authority to withhold any un-reimbursed personal expenses from your pay.
8. Non-adherence to any policies or procedures will result in revocation of individual cardholder privileges.

Agreed to this \_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_