

Company Credit Card Policy

Company Name: *[Company Name]*

Policy Version: 1.0

Effective Date: *[Date]*

Approved By: *[Name/Title]*

1. Purpose of the Policy

The objective of this policy is to establish clear guidelines for the issuance, usage, and management of company credit cards by employees of [Company Name] (the "Company"). This policy ensures that the Company maintains strict financial control, accountability, and compliance with all fiscal regulations while providing authorized personnel with a convenient tool for legitimate business expenses.

2. Scope & Applicability

This policy applies to all employees, department heads, and executives who have been authorized to hold or use a Company credit card. Where explicitly stated in a service agreement, this policy may also apply to designated contractors or consultants performing work on behalf of the Company.

3. Definitions

- **Company Credit Card:** A corporate charge or credit card issued to an individual employee for business purposes.
- **Cardholder:** The specific employee named on the Company credit card and authorized to initiate transactions.
- **Authorized Expense:** A necessary, reasonable, and documented expense incurred exclusively for the benefit of the Company's business operations.
- **Prohibited Expense:** Any transaction that is personal, illegal, or otherwise violates the guidelines set forth in this policy.

4. Card Issuance & Ownership

Eligibility for a Company credit card is based on business necessity and requires approval from the Department Head and the Finance Department. All cards remain the exclusive property of the Company and must be returned immediately upon request or termination of employment.

Cards are non-transferable. The Cardholder is the only person authorized to use the issued card and is responsible for all charges incurred.

5. Authorized Use of Company Credit Cards

Company credit cards shall be used for business-related purposes only. Approved expense categories include, but are not limited to:

- **Travel:** Airfare, rail, and ground transportation for business trips.
- **Lodging:** Hotel accommodations for authorized business travel.
- **Meals:** Business-related meals in accordance with the Company's travel and entertainment policy.
- **Software & Services:** Authorized professional subscriptions and software licenses.
- **Office Supplies:** Emergency or specific project-related supplies when standard procurement is not feasible.

6. Prohibited Use

The following uses of Company credit cards are strictly prohibited:

- Personal purchases of any nature, regardless of intent to reimburse.
- Cash advances or ATM withdrawals.
- Gambling, betting, or any illegal transactions.
- Recurring subscription services that have not received prior written approval.
- "Splitting" transactions to bypass individual transaction limits.

7. Spending Limits & Controls

Each card is subject to specific limits determined by the Cardholder's role and business needs:

- **Monthly Spending Limit:** *[Enter Amount]*
- **Per-Transaction Limit:** *[Enter Amount]*

The Company reserves the right to implement Merchant Category Code (MCC) blocks. Temporary limit increases must be requested in writing and approved by the Finance Director.

8. Receipt & Documentation Requirements

Cardholders must maintain and submit original itemized receipts for every transaction. Digital scans or clear photographs of receipts are acceptable.

Documentation must be submitted to the Finance Department within *[Number]* business days of the transaction. Failure to provide adequate documentation may result in the transaction being classified as a personal expense, for which the employee must reimburse the Company.

9. Expense Review & Reconciliation

Monthly reconciliation is mandatory. Each Cardholder must review their statement and verify all charges. The Finance Department will conduct a final review to ensure compliance with Company policies. Any disputed charges must be reported to the Finance Department and the card issuer immediately.

10. Lost, Stolen, or Misused Cards

In the event a card is lost, stolen, or if the Cardholder suspects unauthorized use, they must:

1. Notify the card issuer immediately to cancel the card.
2. Notify the Finance Department within *[Number]* hours.
3. Cooperate fully with any investigation regarding the missing card or fraudulent activity.

11. Policy Violations & Disciplinary Action

Failure to comply with this policy will result in disciplinary action, which may include:

- Formal warnings and mandatory Retraining.
- Temporary or permanent revocation of card privileges.
- Deduction of unauthorized amounts from the employee's payroll (where legally permitted).
- Termination of employment for gross misconduct or serious/willful misuse of Company funds.

12. Audit & Compliance

The Company reserves the right to audit all credit card transactions and supporting documentation at any time without prior notice. Original records must be retained for a period of *[Number]* years. All employees must cooperate fully with internal and external auditors.

13. Policy Review & Amendments

This policy will be reviewed *[e.g., annually]* to ensure it remains relevant and effective. The Company reserves the right to amend, update, or withdraw this policy at any time, with or without notice, to meet changing business requirements or legal standards.

14. Employee Acknowledgment

I hereby acknowledge that I have received, read, and understood the *[Company Name]* Company Credit Card Policy. I agree to comply with all terms and conditions set forth herein. I understand that the Company credit card is for business use only and that I am personally responsible for any unauthorized or undocumented expenses.

Employee Name: _____

Signature: _____

Date: _____