

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Staff Expenses and Reimbursement	Revised Date:	Sept 21, 2019
			Sec 1, 1C <i>Appendix B</i>
		Reviewed:	Jan 10, 2019

STAFF EXPENSES AND REIMBURSEMENT

1. Credit Card usage – Appendix B – Credit Card
 - a. NLLS may issue company credit cards to certain employees for use in their jobs.
 - b. Employee with company credit cards issued to them must sign the Appendix B Credit Card Policy Acknowledgment form.
 - i. Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee’s termination of employment at the Company, all cards must be returned to the NLLS Administration department for cancellation and proper disposal.
 - ii. The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel.
 - iii. Any credit card NLLS issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee’s job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Company.
 - iv. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
 - v. Pictures/scan of receipts may be allowed in place of missing receipts. The original paper receipt is the preferred method.
 - vi. Receipts need to be turned into the administration within one (1) week of returning to work. All receipts should be labeled with a description of what the purchase was for to ensure proper

accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.

- vii. Any receipts missing prior to monthly bill payment (with the exception of book allotment supplies) will be billed back to credit card holder.
- viii. Any missing receipts found after bill-back will be reimbursed upon submission, within six (6) months of the charge date.
- ix. All extraneous charges shall be investigated before being billed back to credit card holder.

2. Personal charges

- a. If any employee uses a company credit card or other company funds for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted in full, from the employee's next paycheck.
- b. If any employee uses a company credit card or other company funds for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid.
- c. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment

3. Reimbursement of Employee Personal Funds

- a. All approved company transactions paid by employee personal funds will be reimbursed by direct deposit on the 15th and the 2nd last business day of each month, provided the employee submits all receipts and applicable expense forms within six (6) months of incurred expense.

APPENDIX B - NLLS Credit Card Policy Acknowledgment



I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question.

I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Signature of Employee

Date

Printed Name

Signature of Company Rep

Date

Printed Name