



Company Credit Card Policy

The purpose of this policy is to outline the appropriate use, management, and responsibilities associated with NCW company credit cards. This ensures that all transactions are conducted in accordance with company standards and financial accountability. **This policy applies to all employees who have been issued a company credit card.**

Card Issuance and Use:

1. **Eligibility:** Only employees with specific roles and responsibilities that necessitate regular business expenses will be issued a company credit card.
2. **Authorized Uses:** Company credit cards are to be used solely for business-related expenses, including travel, accommodation, client meals, and other approved expenditures.
3. **Prohibited Uses:** Personal expenses, personal meals, non-client meals while traveling, cash advances, remote office purchases (request supplies needed from Ashley Barker and approval of all remote office purchases to be approved by RSD ahead of time) and non-business-related purchases are strictly prohibited. Misuse of the card may result in disciplinary action.

Acceptable Credit Card Expenses:

1. **Travel Booking:** This covers expenses for flights, hotels, rental vehicles, and ride services for overnight trips. Hotel costs should generally stay within \$130 per night, though rates may vary by location.
2. **Client Entertainment:** This includes expenses for client meetings, such as lunches, dinners, coffee, or other outings. Any other types of client-related expenses need prior approval from your direct supervisor.
3. **Jobsite Expenses:** Must receive prior approval from Nick or Frank.
4. **Jobsite Tools:** Require prior approval from Nick or Frank before purchase.
5. **Gift Cards for Field Employees:** Must be approved by Nick or Frank in advance.
6. **Lunch Purchases for Jobsite Visits:** Require prior approval from Nick or Frank.
7. **Recruiting/Business Development Tool Subscriptions:** Must be approved by Nick.

Transaction Procedures:

1. **Pre-Approval:** Certain expenses may require pre-approval from a supervisor or finance department before incurring costs.
2. **Documentation:** All transactions must be accompanied by itemized receipts or invoices. Failure to provide adequate documentation upon request may result in the cardholder being responsible for the expense.
3. **Reporting:** Cardholders must respond to Thomas te Groen monthly credit card detailing all transactions, including purpose and amount, along with supporting receipts if requested.

Cardholder Responsibilities:

1. **Safeguarding the Card:** Cardholders must take all reasonable measures to protect the company credit card from loss, theft, or misuse.
2. **Reporting Issues:** Any lost or stolen cards must be reported immediately to Ashley Barker.
3. **Discrepancies:** Any discrepancies or unauthorized transactions should be reported to Bridget Millar or Ashley Barker promptly for investigation and resolution.

Review and Reconciliation:



1. **Monthly Reconciliation:** Thomas te Groen will review and reconcile all company credit card transactions on a monthly basis.
2. **Audits:** Periodic audits may be conducted to ensure compliance with this policy and to identify any areas for improvement.

Compliance and Enforcement:

1. **Policy Adherence:** All employees are expected to adhere to this policy. Non-compliance may result in credit card cancellation, disciplinary action, up to and including termination.
2. **Policy Updates:** The company reserves the right to amend this policy as necessary. Employees will be notified of any changes.