

Sample Credit Card/Expense Reimbursement Policy

- Establish which employees (or positions) are eligible for issuance of company credit cards.
- A description of the approval process for receipt of a company credit card and who is authorized to approve a company card for an employee.
- A detailed description of what types of expenses are authorized to be incurred with a company credit card and/or through expense reimbursement.
- In what types of situations a check request should be used instead (note: credit card and expense reimbursement expenditures should not be incurred as a way to bypass internal controls established over the cash disbursement system).
 - A requirement that only original receipts should be submitted for credit card and expense reimbursement purchases. A requirement that expenses over a minimum dollar amount will not be reimbursed if appropriate original receipt is not attached.
- The policy for pre-approval of expenditures.
 - The procedure for approving expenditures on company credit cards and expense reimbursement request forms (who is authorized to approve, when and how is this approval performed?). Note that no employee should be allowed to approve their own credit card expenses.
 - The procedures for canceling a credit card upon an employee's termination.
 - The form that is required to be completed along with a credit card statement or for expense reimbursement, including the information that is required to be completed on the form.
 - The deadline for submitting a credit card statement (7 days before due date) or for submitting an expense reimbursement request (within 30 days after expenses incurred).