

AMEX CORPORATE CARDS - POLICY

USAGE POLICY

AMEX Corporate cards are to be used for business-purpose travel and related expenses, including meals and entertainment. No personal expenses may be charged to AMEX Corporate cards - no exceptions.

AMEX Corporate cards may not be used for the following:

- Equipment such as computers, printers, monitors, etc. All equipment must be ordered by the Tech Dept.
- Replenishments of EZ Pass tags
- Materials & supplies required on a recurring basis, such as special-use paper. These items should be ordered through regular purchasing procedures, and vendors should send invoices to Nourison's Accounts Payable Dept.
 - In case of emergency, small quantities of supplies may be obtained using AMEX corporate cards.

APPROVALS / PAYMENT PROCEDURE

Charges to AMEX corporate card will automatically appear when employees log into Concur. Those charges must then be entered into a Concur expense statement, with copies of receipts for hotel and air fare attached electronically. When "Submit" is clicked, Concur routes the expense statement to the designated manager for approval.

Concur expense reports for AMEX corporate charges may be submitted only once a month, not more frequently.

Charges for out-of-pocket expenses should be entered into the same expense report as charges to AMEX corporate cards. Concur automatically segregates charges to AMEX corporate cards from out-of-pocket expenses. Nourison pays AMEX directly for charges approved by the manager, and reimburses employees directly for out-of-pocket expenses.

If meals or entertainment were paid for other persons, enter their name, company affiliation and business purpose into the appropriate fields in Concur.

Managers are responsible for reviewing details of AMEX charges of employees under their supervision, verifying that all charges are business-related, have a valid purpose, and are reasonable in amount. The manager's approval certifies the foregoing. Nourison's Accounting Dept cannot to make these determinations. The Accounting Dept may question a charge, but the manager makes the final decision.