



Use of Business Credit Cards By WESTAR Employees

Policy # GA-00-01

April 23, 2019

Purpose:

1. To describe the allowable uses of business credit cards by WESTAR employees.
2. To describe procedures used to properly account for expenditures when a WESTAR credit card is used.

Definitions:

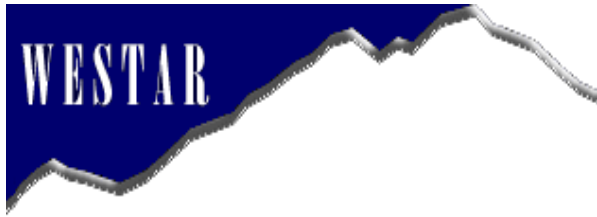
General Notes:

WESTAR employees often incur considerable out-of-pocket expenses in the conduct of their duties. For example, an employee may take several business trips in one month. Having the employee pay out-of-pocket to be reimbursed at a later date, can be a significant financial burden. Accordingly, WESTAR employees may be provided with a business credit card to defray some of these expenses. Use of the card is limited to individual purchases of less than \$1000. Amounts over this limit need to be approved by the Director. WESTAR provides employees with the card for the following uses:

- purchase of on site workshop supplies when necessary
- travel expenses, excluding purchase of meals unless approved by WESTAR Executive Director (meal costs will not be reimbursed above the policy limits and the amount must not exceed \$50)
- registration costs

Process Steps/Descriptions:

1. Employees must be familiar with the limits on the use of the business credit card, and are responsible for using the credit card in accord with these limits.
 2. The employee must get a receipt for each item purchased with the credit. Receipts are to be forwarded to the Office Manager promptly, with an accompanying explanation of the charges if not clear on the receipt. A Travel Expense Claim may be provided, as appropriate, as justification/explanation for expenses.
 3. Upon receipt of invoice from the credit card company, the Office Manager reconciles all expenses against receipts turned in by the employee. Any unreconciled expenses (no receipts, unauthorized expenses, etc.) will be the responsibility of the employee.
 4. All expenses incurred on the credit card must be coded in accordance with the Policy
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FA-00-01. To facilitate this, employees may include the recommended coding on the receipt or any accompanying explanation/justification.

A handwritten signature in blue ink, appearing to read "T. Franquist", is written over a horizontal line.

Approval: _____
Tim Franquist, WESTAR President

Date: April 23, 2019