

Policy Number: A-8**Subject: Corporate Credit Card & Expense Reimbursement Policy****Review Requirement: 3 years****Original Issue Date: December 12, 2013****Date of Last Review: December 12, 2024****Date of Last Revision: December 12, 2024****Previous Revisions: 12/09/2021**

I. OBJECTIVE

To provide guidelines and information on the approval and use of Mountain Parks Electric, Inc.'s (the "Cooperative") corporate credit card and reimbursement of business-related expenses.

II. POLICY**A. Corporate Credit Card**

1. The General Manager (GM) is authorized to approve issuance of a corporate credit card to Cooperative employees. The corporate credit cards are only authorized for business related expenses. The GM shall set appropriate dollar limits on the respective credit cards depending upon the specific use of the credit card.
2. Cardholders agree to adhere to the detailed Credit Card Policy outlined in the Employee Policies and Procedures manual. Upon receipt of credit card and prior to use, all cardholders will sign the Cardholder Agreement and return the signed agreement to the CFO or Manager of Finance and Accounting. The GM may revoke the use of a corporate credit card for any reason.

B. Reimbursement of Business-Related Expenses

1. Expenses incurred by a Cooperative Director, Manager, or Employee on authorized business travel, in the normal course of business, or for the procurement of materials, equipment, or supplies, shall be reimbursed by the Cooperative, subject to the terms and conditions set forth herein.
2. Directors, Managers, and Employees shall be required to record the date, amount and a description of the expenditure on the Mileage and Expense Reimbursement Form and provide all associated receipts. Reimbursement receipts should include a brief description of the business purpose and a list of the individuals in attendance, where applicable.

3. All GM expense reimbursements shall be subject to the approval of the Board.
4. All Cooperative employees' expense reimbursements shall be subject to the approval of their Manager or the General Manager.
5. The Board and the GM reserve the authority to request additional information regarding requested reimbursement and reserve the authority to deny unreasonable expenditures. The reimbursement of Directors' expenses is further outlined in Board Policy D-4 Directors Attendance at Meetings and Compensation.

III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this policy.

APPROVED BY THE BOARD OF DIRECTORS ON DECEMBER 12, 2024