

MOUNTAIN PARKS ELECTRIC, INC.

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: CORPORATE CREDIT CARD & EXPENSES REIMBURSEMENT POLICY	POLICY NO. A-8
EFFECTIVE DATE: DECEMBER 12, 2013	PAGE 1 OF 2
REVISED DATE: DECEMBER 9, 2021	

I. OBJECTIVE

To provide guidelines and information on the approval and use of the Cooperative's Credit Card and Reimbursement of Association Related Expenses.

II. POLICY

A. Corporate Credit Card:

1. The General Manager (GM) is authorized to approve issuance of an Association 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 depended upon the specific use of the credit card.
2. The corporate credit card is not authorized or intended for personal use; however, inadvertent personal charges placed on the corporate credit card shall be reimbursed to the Association in a timely fashion. The GM may revoke the use of a corporate credit card for any reason.
3. Corporate credit card users shall provide the Accounting Department with card receipts and if requested additional descriptions of the expenditures.

B. Reimbursement of Association Related Expenses:

1. Expenses incurred by a MPEI Director, Management, or cooperative employees on authorized business travel, the normal course of business or the procurement of materials, equipment or supplies shall be reimbursed by MPEI, subject to the terms and conditions set forth herein.
2. Directors, Management and cooperative employee members shall be required to record the amount and a description of the expenditures on an Expense Report Form or credit card statement and provide receipts. Reimbursement receipts should include a brief description of the MPEI business purpose and list the individuals in attendance.

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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. Directors. Management and cooperative employees shall be reimbursed for necessary and reasonable travel, lodging, meals and other business-related expenses. The Board or the GM reserve the authority to request additional information regarding requested reimbursement and reserve the authority to deny unreasonable expenditures. The reimbursement of Board of Directors expenses is further outlined in Board Policy No. D-4 Directors' Attendance at Meetings and Compensation.
- III. The General Manager will be responsible for the administration and compliance of this policy

 PRESIDENT	DATE: 12/09/2021
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