

Credit Card Multinational Usage Guidelines

Date: _____

To Whom It May Concern,

This letter outlines the guidelines for the use of company credit cards across multinational operations. Adhering to these guidelines ensures compliance with local regulations and company policies.

General Guidelines

- Credit cards should only be used for business-related expenses.
- Obtain prior approval from your manager for any significant purchases.
- Keep all receipts for verification and reimbursement purposes.

Usage in Different Countries

When using company credit cards abroad, please keep the following in mind:

- Familiarize yourself with local currency and exchange rates.
- Be aware of potential foreign transaction fees associated with the card.
- Report any lost or stolen cards immediately to the issuing bank.

Compliance and Reporting

All cardholders must submit monthly statements along with receipts to the finance department by the end of each month.

Thank you for your attention to these guidelines. Your cooperation is greatly appreciated.

Sincerely,

[Your Name]

[Your Position]

[Company Name]