

# Credit Card Spending Policies for International Operations

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Credit Card Spending Policies for International Operations

Dear [Recipient Name],

We are implementing policies regarding the use of credit cards for international operations to ensure compliance and financial accountability. Please review the following guidelines:

## 1. Authorized Expenses

- Travel-related expenses including airfare, accommodations, and meals.
- Business-related expenses such as conferences and client meetings.

## 2. Spending Limits

All international transactions are subject to a maximum limit of [Insert Amount] per trip. Additional approvals may be required for higher expenses.

## 3. Documentation Requirements

Receipts must be submitted for all transactions over [Insert Amount]. Ensure all receipts are itemized and legible.

## 4. Reporting

Complete a spending report within [Insert Timeframe] upon return, detailing all credit card expenditures and justifications.

## 5. Non-compliance

Failure to adhere to these policies may result in disciplinary action, including reimbursement requests or account suspension.

We appreciate your cooperation in following these guidelines to promote responsible spending. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]