

Global Corporate Credit Card Guidelines

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Corporate Credit Card Usage Guidelines

Dear Team,

As part of our commitment to maintaining financial integrity and promoting responsible spending, we would like to outline the guidelines for the use of Global Corporate Credit Cards. Please read carefully and adhere to the following policies:

1. Eligibility

Corporate credit cards are issued only to employees who travel frequently for business purposes and have managerial approval.

2. Accepted Expenses

The card may be used for the following expenses:

- Travel-related expenses (airfare, accommodation, meals)
- Office supplies for business use
- Client entertainment, with prior approval

3. Prohibited Expenses

The card may not be used for personal expenses, including but not limited to:

- Personal travel
- Non-business meals
- Gifts for personal use

4. Reporting and Reconciliation

All transactions must be reported within [Insert timeframe] using the designated expense reporting tool. Receipts must be attached to the report.

5. Consequences of Misuse

Misuse of the corporate credit card may result in disciplinary action, including revocation of card privileges or termination of employment.

We thank you for your cooperation and adherence to these guidelines to ensure responsible use of corporate resources. If you have any questions, please do not hesitate to reach out to your manager or the finance department.

Best Regards,

[Your Name]

[Your Position]

[Company Name]