

Multinational Credit Card Spending Rules

Date: [Insert Date]

To: [Employee Name]

Subject: Guidelines for Credit Card Usage

Dear [Employee Name],

We are pleased to provide you with the guidelines regarding the use of the company credit card for multinational expenses. Please review the following rules to ensure compliance:

1. Authorized Expenses

- Travel-related expenses (airfare, accommodation, meals)
- Client entertainment costs
- Business-related purchases (office supplies, software)

2. Spending Limits

Employees are authorized to spend up to [Insert Limit] per trip. Any expenses exceeding this limit require prior approval from your manager.

3. Receipts and Documentation

All expenses must be accompanied by original receipts. Incomplete documentation may lead to denial of reimbursement.

4. Currency Conversion

For transactions made in foreign currencies, please ensure to record the exchange rate at the time of the transaction for accurate reporting.

5. Reporting Expenses

Expense reports must be submitted within [Insert Number] days of incurring the expense, along with all relevant documentation.

For any questions or clarifications regarding these rules, please contact the finance department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]