company card + expense reimbursement process

Company card can be used for the following items:

- Office Supplies
- Postage/Shipping Supplies
- Marketing/Promotional Items
- Software expenses
- Full Team Gatherings - (no client involvement)
- Company Sponsored Organized Events (Summit, Events for multiple clients or COIs)
- Bulk Client Gifts
- Online Client Gifts for life events (i.e. flowers or Harry and David's gift basket for a death in the family)

Process:

- All receipts must be uploaded to US Bank website and attached to the specific purchase
- All gifts must be submitted through the Laserfiche "Compliance Request for Review"
  - For bulk purchases of client gifts, a spreadsheet of anticipated recipients can be uploaded at the time of purchase.

Business Meals, Travel, and Other Business Expenses

The expense reimbursement process is to be used for the following items:

- Travel for business purposes (airline, hotel, airport parking, transportation)
- Personal meals while traveling for a business purpose
- Meals with client and/or prospects
- Meals with internal team members (not full team) – senior person pays
- Mileage
- Rental Car Expense
- Conference Registration Fees
- Golf/Entertainment
- Educational Expenses (i.e. Annual CE, Designations)

Process:

- Laserfiche process "intellicents Expense reimbursement Request" can be used to submit for reimbursement
- Client gift/entertainment can be reported under this process.
- Receipts are required to be uploaded through this process with the exception of mileage.

Exceptions to use the corporate card may be made with prior approval for expenses that may be large in nature.

Note: Sponsorship requests should be submitted through the marketing initiative form for proper approval.