

Company Credit Card Usage, Concur Report & Submission, and Receipt Policy

Company Credit Cardholders & Concur Expense Processors

In an effort to Practice Accountability and Clarify Expectations, please review the following information to ensure understanding of the actions required regarding the Company Credit Card Usage & Receipt Policy.

Credit Card Usage

- Credit cards should only be used for DISCOUNT TIRE business. **Personal charges and cash advances are not allowed.**
- When planning travel and/or meetings, refer to the [Travel and Entertainment Policy](#) on the Knowledge Center for helpful information regarding expectations when booking airfare, hotels, car rentals, etc.
- Business meals are defined as: Meals that occur with clients, prospects or associates during which specific business discussions take place. Daily lunches are not considered business meals.
- When meals and activities are provided at events such as Tahoe or Pit Crew Challenge, please do not duplicate expenses. Take advantage of the offerings already provided and paid for by the Company.
- Auto Allowances (AVP and above):
 - Car wash: One per week.
 - Detailing: \$250 max per year.
 - **Satellite radio is considered a personal expense.**
- Examples of personal charges: Daily lunches, gas for a non-company vehicle, non-company mobile phone, etc.

NOTE: Please use discretionary judgement when using your company credit card.

Concur Report & Submission Policy

- All Concur reports need to be created, approved and submitted between the **1st and 10th of each month**. If you will be out of the office during this time, please complete reports before your absence or make other arrangements to have these done on your behalf.
 - Failure to comply with submission deadlines could result in the deactivation of your company credit card:
 - **1st Warning** – Cardholder, delegate (if applicable) and manager will be notified that report was not submitted by the 10th of every month.
 - **2nd Warning** – Cardholder, delegate (if applicable) and manager will be notified that report was not submitted by the 10th of every month.
 - **3rd Warning** – Cardholder's company card will be deactivated. Cardholder and delegate will be notified.
 - Cardholders and/or assigned delegates should validate that management has submitted and approved all reports by the 15th.
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Credit Card Receipt Policy and Expectations

To support IRS Regulations, the following detailed information must be included on all Corporate and Regional expense receipts.

- A descriptive business purpose on both the receipt as well as in Concur. Details must include “why” and “who” on all card purchases. If purchase was related to a large group, please indicate department, region, store, or group that was present.
- **ALL** purchases over \$300.00 are **REQUIRED** to have receipt image uploaded into Concur with the **EXCEPTION** of any *airfare* arrangements made through the Travel department and/or Concur Travel & Expense.
- To ensure we are in compliance with IRS statute of limitations for use in support of IRS Audits, all Corporate and Regional credit card receipts, regardless of amount, must be **retained for 4 years** physically or in Concur. **NOTE:** It is recommended that receipts are retained in Concur.
- To simplify the image upload to Concur, refer to the Knowledge Center for [Concur Mobile Instructions](#).

For additional information on the Concur Mobile App or How to Activate E-Receipts, please select the following links to view the videos:

[Concur for Mobile Training](#)

[Activating E-Receipts Instructions](#)

Contact: If you have any questions regarding this policy, please feel free to contact concursupport@discounttire.com.

Your efforts to manage expenses are appreciated!

See the following page for instructions on how to obtain a Company Credit Card, if eligible and authorized.

Company Credit Card Procurement

Instructions for Requesting a Company VISA Card **(only if eligible/authorized):**

Step 1	<p>Submit the following required information via email to Colleen Bruce.</p> <ol style="list-style-type: none">1. Name (as reflected on driver's license):2. Last 4 digits of SS#:3. Date of Birth:4. Employee ID:5. First four letters of mother's maiden name (or unique 4 digits and/or letters):6. Country of citizenship:7. Work phone number:8. Cell phone number:9. Email address:10. Company Name: DISCOUNT TIRE or AMERICA'S TIRE
Step 2	<ol style="list-style-type: none">I. Read and sign the Discount Tire / America's Tire Cardholder Agreement for VISA Card Program. Manager's approval and signature is also required. This provides additional information on our company card usage policy. <i>(Click the link to access the document.)</i>II. Return a copy to Colleen Bruce to keep on file. <p>Reminder: Cards are not to be used for any other purpose than business related needs. No personal charges are allowed.</p>

Contact If you have any questions regarding this process, please feel free to contact Colleen Bruce.