



# Building a Corporate Card Expense Policy





# Welcome

As a finance leader in a growing company, your task is to take the lead in shaping and modeling financial responsibility from the top down. When a company scales and broadens corporate spend conduct, shifts in employee behavior will require a strategic and comprehensive policy to guide best practices, ensure compliance, and save a ton of time chasing down receipts.

A single-sentence north star guideline is no longer enough: it's time to put together a corporate card expense policy!

Before you issue corporate cards to employees—or restrict their use—take the time to define your company's approach to risk management and financial constraint. The following guidelines will help you establish structure and visibility into your corporate policies, ultimately granting flexibility and reducing friction for your employees.

At the end of this document, you'll find a template to make it easy to write a comprehensive and effective expense policy.

Not only will a well-defined expense policy ensure financial responsibility of your employees as you grow, but it will also serve broader goals for your company across the organization.

A good expense policy will:

- Save time by eliminating frustration and friction in making necessary purchases, offering employees immediate visibility into acceptable business spend.
- Save money by reducing the manual work of adding receipts and memos, easily reconciling expenses at the end of the month.
- Save headaches as finance and accounting teams no longer need to track down who was responsible for which expense.



Once you've implemented your expense policy, you can take it to the next level with Brex. Brex corporate cards and software help you automate expense compliance, ensuring that you gain the maximum benefits—employees who are happy to comply because it's easy to do so, and a finance team that keeps full control. memos, easily reconciling expenses at the end of the month.

**Brex spend software and corporate cards:**

- Match receipts automatically. Email, text, or add receipts in our mobile app. From employee purchases to vendor payments, expense tracking is built in.
- Manage limit increases allowing employees to easily request adjustments.
- Give your finance team control to issue virtual cards with custom limits for each subscription, vendor, and employee, so month-end categorization is a breeze. Set custom lock-dates and spending limits, to make sure employees stay within policy.

After you set up your expense policy using the template below, visit your Brex dashboard to review your policy settings so Brex can automatically enforce your guidelines for you, ensuring you'll never need to review each individual purchase ever again.

Want more information? [Request a demo](#) so you can see how it works for your company.



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# 1. Overview

## Section 1.1: Overview

As part of our mission to help growing companies realize their full potential, we've put together this guide and template to help you create a comprehensive and strategic expense policy.

If you'd like to get straight to the template, scroll down to Page 14, where you can copy and edit the policy to fit your own company. Please remember that after finishing work with our template, you'll also want to consult a professional with your business before finalizing your policy.

First though, let's take a look at exactly what an expense policy is for, and how best to think about financial responsibility as you scale your operation.

As you begin to think about the strategy behind your expense policy, consider the broader goals of your company and how employee spend practices fit in. Most company card policies include these points:

- Which employees are eligible for a corporate card
- What the responsibilities of the cardholders are
- The spending limits and broader limitations of corporate cards
- Consequences for inappropriate use



While Brex spend management software automatically matches receipts to expenses, occasionally a little employee context is helpful to justify compliance. Here are some examples of 'creative' memos we've seen over the past year:

- "Case of monster for office"
- "Box for sending "olive oil" (wine)"
- "Magic moment for new team member"
- "Coffee for the office because Zach broke the machine"
- "Lunch with Nathan. He ordered too much sushi."
- "No idea what this charge is."
- "Fuzzy socks for team care packages"
- "special markers for the lab"

When your expense policy is clear, your employees will enjoy the process and think of the Financial Team as heroes.

#### **Key considerations:**

- What do you hope this policy will accomplish for your company?
- Who will be expected to consult or contribute to this documentation?
- What disciplinary action will your company consider for improper use of a company corporate card?
- What is the maximum penalty for improper use of a corporate card?
- Provide your team with 'best case,' 'worst case,' or even 'creative case' scenarios with regards to expenses.



## Section 1.2 - Scope

From an employee perspective, the primary purpose of a robust expense policy is to lay out expectations for card use. Employees should understand the purpose of corporate spend so deeply that compliance becomes second nature. You can do this by avoiding overly complicated language—the easier your policy is to read, the easier it will be for employees to comply.

Things to think about:

- Expectations surrounding travel and expenses
- The processes around reimbursements
- How employees manage spend for their teams
- Use of physical vs. virtual cards

With Brex, you can issue unlimited virtual cards with custom limits and lock dates to automatically track expenses, no receipt-matching required. With our free expense management software, you can automatically enforce policy and track spend within your dashboard, receiving automated reminders when an employee is out of policy, or forgets required materials like receipts and memos. With the Brex Slack integration, reminders are automated directly to your employees in Slack.

Be sure to encourage employees to expense valid purchases on their corporate card so your company can maximize rewards, eliminate time-wasting expense reports, and give the finance team time back to focus on the important things, like out-of-policy or unusual spend.

Take some time to think about the broad scope of your expense policy: who does it apply to, what sorts of purchases are allowable, and when are detailed expense reports necessary?



#### Key considerations:

- Who at your company will receive a corporate card?
- Are employees expected to expense all purchases on their corporate card?
- Will the same policies apply to virtual, physical, employee corporate, and department corporate card use?
- Will this policy apply to contractors / part-time / seasonal employees?

### Section 1.3 - Roles and Responsibilities

While it's important that every employee familiarizes themselves with your company's expense policy, individual roles within the management hierarchy have different responsibilities toward achieving spend management perfection.

#### *Employees*

It's the responsibility of every employee to read and understand your expense policy, adhering to guidelines and expectations stipulated within. An employee should understand the minimum expense for which detailed transaction information should be included, and the maximum amount allowable for specific types of expenses.

Transactions should contain some business purpose included in the memo field, and include some type of receipt, as audit evidence to verify the nature of the transaction. Be sure to switch on Brex automated receipt-matching to ensure spend is properly tracked.

#### Key considerations:

- What is the minimum amount for which a receipt is requested?

*Pro Tip: Brex lists \$75 as the threshold, as required by the IRS.*



- What is the minimum amount for which a memo is requested?

*Pro Tip: Brex will prompt employees automatically after every swipe via text or push notification.*

### Managers

Managers are responsible for reviewing the spend history of their direct reports, assessing compliance and adherence to policy, ideally on a bi-weekly basis.

This review may include:

- Confirming itemized receipts are attached for purchases above a certain dollar threshold
- Validating memos for all transactions
- Ensuring each expense item is in compliance with Travel & Expense policy

### Key considerations:

- Who is responsible for reviewing spend and assessing policy adherence?

*Pro Tip: Brex proactively notifies you of the out-of-policy or unusual expenses, so you only have to review the ones that need attention*

- How often should a manager review spend and policy adherence?

- How should a manager sign off on approval?

*Pro Tip: Expense approvals can easily be handled in the Brex dashboard.*

### Finance Team

Your company's financial leads set the policy for corporate expenses, responsible for issuing each new employee's physical and virtual corporate cards. This team should review card spend



regularly, and determine if and when adjustments are necessary.

At minimum, the finance team should review the expense policy annually, and obtain approval from leadership. All employee expenses should be subject to regular audits, and when out-of-policy transactions are identified, appropriate disciplinary action should be taken.

#### Key considerations:

- Who is responsible for issuing new employees their corporate card?

*Pro Tip: If your company offers a “WFH” or monthly stipend, you can do that easily with virtual cards with auto limits and lock dates.*

- Will new employees be issued corporate cards prior to their start date?
- Will new employees receive both a virtual and physical corporate card? Who will issue both or either?
- Who will review company card spend? At what cadence?

*Pro Tip: Gain insights into spend and compare trends across departments, GL accounts, merchants and individual employees.*

- How best to avoid unnecessary, or wasteful spend?

*Pro Tip: Brex Spend Management software can catch and send alerts for:*

- \* Duplicate transactions and subscription fees
- \* Unusual expenses
- \* Higher than usual spend



## 2. Spending Guidelines

### Section 2.1: Vendor Spend and Department Cards

Traditionally, each department is allocated a quarterly budget, and each department allocates corporate cards for all spend outside of Travel & Entertainment. Once individuals have been issued corporate cards, they are responsible for monitoring that the spend aligns with both the department's budget, and adheres to the broader corporate card expense policy—the one you'll be creating soon with the template at the end of this guide!

When a department is ready to allocate resources for vendor spend, they can create a Purchase Order (PO) in their spend management platform, document the PO number in the memo line item, and monitor the expense as the vendor submits the documentation adhering to expense policy—or by using Brex virtual vendor cards, can easily set limits ensuring that policy and limits are automatically protected.

Make sure to indicate in your expense policy how best to manage department cards and vendor spend.

Key considerations:

- How will company budgets be allocated?
  - Will each department receive an allocated budget?
- Pro Tip: Brex virtual vendor cards also work well for allocating department budgets!*
- Who on your team will be responsible for fielding questions related to procurement or vendor spend?
  - Are Purchase Orders (POs) required for expenses?
  - If so, how should POs be initiated and submitted?



- Who is responsible for monitoring that department spend aligns with the department budget?
- At what cadence will budgets be assessed? Quarterly? Annually? Monthly?
- What should be included on department and employee corporate card purchase guidelines? (See Appendix 1 in Section 3)

## 2.2 Travel

All business travel related expenses charged to an employee corporate card must adhere to the Travel and Expense (T&E) Policy use cases indicated in your broader expense policy. As travel is often subject to variable circumstances, employees should exercise their best judgement with respect to travel and travel-related expenses. Business travel should always be pre-approved by management.

Things to think about:

- Whether ground and air travel adhere to the same expense policy guidelines
- When should business travel be pre-approved
- What travel costs are not permitted to be expensed (e.g., Wifi on plane, baggage fees)
- What types of lodging are considered 'reasonable' (e.g., under \$200/night in most cities)
- What kinds of daily or weekly stipends are allowed for business meals while traveling?

## 2.3 Meals

If employees are able to expense meals while traveling, it should be very clear what the guidelines are—no one wants to be hungry and confused!



Typically, a per diem is indicated in your expense policy to be used for reasonable meal and drink selections while traveling. Be sure to pay special attention to the situations that can arise when out on business events, such as:

- Meals after regular business hours
- Group meals
- Team offsites and events
- Meetings with customers or external partners
- 1:1 meetings

The expectations around these types of situations should be clear and visible to your employees in your expense policy.

### Key considerations

- Will your company provide lunch to employees? If so, how often per week?

*Pro Tip: With more employees working from home, consider a monthly 'WFH Stipend.'*

- After which hours are employees permitted to expense meals?
- Are employees permitted to expense meals on weekends or holidays?
- Consider relative costs of food per location when setting amounts
- What will you require employees to provide in memo fields of event transactions? (e.g., business purpose, partners in attendance, business topic)
- Will business be expected to be proven or demonstrated during events marked as business-related?



## 2.4 Other Expenses

Not all expenses fit neatly into one pillar or another. Be sure to create guidelines for allowable exceptions and associated use-cases, such as:

- Entertainment for internal or external events (e.g., holiday parties, or marketing events)
- Customer and external partner gifts
- Employee gifts
- Learning and Development opportunities
- Professional licenses, trainings, and conferences

There will always be outlier situations where an employee, even well-versed in the stated expense policy, will question their own judgement. The better you can define and manage employee expectation for expenses, both narrowly and broadly, the more likely you are to avoid errors in compliance.

### Key considerations:

- Will your company host internal and external events? Will marketing and holiday parties fall under the same budget allocation and policy guidelines?
- Who is responsible for approving venue booking on a corporate card?
- Should event expenses go on employee or department corporate cards?
- What is the per-person budget per-month for company events?
- Is employee performance recognition permitted to be expensed?



- Should an employee expense trainings, licensing programs, or conferences to employee corporate cards, or department corporate cards?

## 2.5 Non-Allowable Charges

Certain charges are defined as non-allowable, or those not listed within the expense policy. When an employee is responsible for a non-allowable charge, or a manager is found to have approved a non-allowable charge, disciplinary recourse may be necessary.

Determination of such a penalty is the responsibility of the team in charge of compliance, with authority from leadership, and will be based on the facts and circumstances of the charge or charges.

### Summary:

Define non-allowable charges as those that are not listed within this policy, and what the company's recourse is in the event of an employee charge outside of the policy.

### Key considerations:

- What constitutes a 'non-allowable charge' at your company?
- What are the penalties for non-allowable charges?
- Will approving managers be held responsible for non-allowable charges?
- Who is responsible for determining the penalty for non-allowable charges?
- Who has final authority over penalties for non-allowable charges?
- Will mitigating and aggravating circumstances be acknowledged in determining penalties for non-allowable charges?



## 2.6 Out of Policy

Sometimes, transactions are flagged for being 'Out of Policy'. This often means that a line item was left out, or a memo was not attached to an expense, and a remedy needs to be sought. It shouldn't be difficult to contact the person responsible for the expense, and request whatever is needed to bring the transaction into adherence.

However, it's important to set a policy for what happens when the missing information isn't promptly submitted.

### Key considerations

- What constitutes an 'out-of-policy' expense?

*Pro Tip: If you create Brex virtual vendor cards, they will automatically adhere to your expense policy.*

- Who will be responsible for notifying employees of out-of-policy expense violations?

*Pro Tip: Brex can do this for you, and allow the administrator to see any violations in the 'Expenses' tab in their dashboard.*

- Who will notify the appropriate party of out-of-policy expense violations?

- What will be the penalty for non-compliance after specific lengths of time? Card suspension? Card revocation?

*Pro Tip: As an admin, be sure to check your weekly Out-of-Policy emails from Brex!*

You're now ready to create your own corporate card expense policy! [Reach out to Brex](#) to learn how to empower responsible spending and stay in control with our spend management software.



# 3. Build Your Own Expense Policy Template

## Instructions

- Edit this template however you wish for your company. You'll want to consult a professional with your business before finalizing your policy.
- Customize the content within the [brackets]
- Distribute to your employees (BONUS: we included an email template for your employee rollout to customize )

## 1.1 Purpose

[COMPANY] Corporate Card Expense Policy ("Policy") defines the guidelines for business purchases. [COMPANY]'s primary objectives for this Policy include:

- Provide corporate card usage guidelines
- Explain when to use employee corporate cards vs. department corporate cards
- Outline expense management compliance

[COMPANY] expects its employees to use the corporate card responsibly, and employees should not gain monetarily from corporate card use. Abuse of the [COMPANY] Corporate Card Expense Policy will result in disciplinary action up to and including suspension of the employee's card or employment termination. If a specific usage is not listed within the Policy, it is not permitted.

## 1.2 Scope

This Policy covers all employee use of physical and virtual employee corporate and department corporate cards, as well as procedures for receipt upload and purchase approval. Employees are expected to expense all purchases on their corporate card in order to maximize rewards and reduce reporting lift. For all employees that have a corporate card, all business travel and entertainment (T&E) charges on the corporate card must comply with the requirements of this Policy. New employees may submit expenses incurred prior to receiving their corporate card for reimbursement through payroll. Otherwise, [COMPANY] does not reimburse expenses made on employee corporate cards, outside of exceptional circumstances.

## 1.3 Roles and Responsibilities

### 1.3.a [COMPANY] Employees

It is the responsibility of every [COMPANY] employee to read and understand the [COMPANY] Corporate Card Expense Policy and adhere to the spending guidelines stipulated therein.

All transactions conducted on a corporate card above \$XX require an itemized receipt to be attached to the transaction in the Brex Dashboard. All transactions are required to have a business purpose listed in the memo field of the Brex Dashboard, regardless of amount.

### 1.3.b [COMPANY] Manager Review

Every manager is responsible for reviewing each direct report's spend and assessing adherence to the Policy on a [bi-weekly] basis. This review includes:

- Confirming itemized receipts are attached for purchases above [\$XX]
- Validating memos for all transactions
- Ensuring each expense item is in compliance with T&E Policy

The manager will be required to indicate approval on each direct report in a tracking document.

### 1.3.c [COMPANY] T&E Team

[COMPANY]'s [T&E Team] will be solely responsible for issuing each new employee a virtual corporate card and setting the card limit. If an adjustment in the employee's card limit is needed, the [COMPANY] T&E Team will adjust with the approval of the employee's manager. No cards are to be issued to

potential employees prior to their start date.

The [COMPANY] T&E Team will review [COMPANY]'s card spend regularly, and determine if any adjustments to the Policy may be warranted.

At a minimum, the [COMPANY] T&E Team will review the [COMPANY] Corporate Card Expense Policy annually and obtain approval for any changes from the Chief Accounting Officer (CAO) or Chief Financial Officer (CFO).

All employee expenses will be subject to periodic T&E audits. If identified out-of-policy expenses were approved by the manager, the approving manager could face disciplinary action.

## Spending Guidelines

### 2.1 Vendor spend and department corporate cards

Each department at [COMPANY] has been allocated a quarterly budget, and issued corporate cards for all spend outside of T&E charges. Reach out to the [XXXX] department regarding procurement or vendor spend at [COMPANY]. Prior to incurring any vendor spend, a PO is required to be opened in [COMPANY SPEND MANAGEMENT PLATFORM]. For all expenses, the PO number needs to be documented in the memo line item.

Department corporate cards have been issued to designated individuals in each department, and those individuals are responsible for monitoring that the spend aligns with their department's budget and adheres to Policy guidelines. Refer to Appendix 1 in Section 3 to better understand what expenses should be paid for via employee corporate card vs. department corporate card.

As with employee corporate cards, an itemized receipt is required for all transactions over \$XX, and a business purpose memo is required for all charges.

### 2.2 Travel

All business travel related expenses charged to an employee corporate card must adhere to the T&E Policy use cases listed below. Employees are expected to exercise good judgment with respect to all travel and travel related expenditures. All business travel should be pre-approved by an employee's manager.

[COMPANY] recognizes that employees may be required to travel in a manner outside of these guidelines. In these instances, approval from the department head is required.

## 2.2.a Ground Transportation

Ground transportation includes rideshares, public transportation, taxis, and parking. Ground transportation can be expensed in the following situations:

- Business Travel
- Travel to and from the airport for business trips
- Travel to and from vendor or customer engagements if public transportation or other means are not practical
- Travel to and from company-sponsored events, including team offsites
- Travel After Regular Business Hours
- Travel from the [COMPANY] office after 8:00 pm on weekdays
- Travel to and from the [COMPANY] office on weekends or company holidays

Employees are not permitted to expense the following:

- ANY parking charges, unless it is for a rental car when traveling
- ANY commuter/public transportation travel costs unless covered above

## 2.2.b Airfare

Flights: It may be necessary for employees to book flights for certain business related trips. Guidelines for booking flights are as follow:

- To the extent possible, flights should be scheduled to take place outside of normal business hours.
- Employees are strongly encouraged to make their flight reservations as far in advance as possible (at least two weeks prior notice is recommended).
- Flight and airline choice should be based on cost of the trip and convenience of the flight, not an individual's preferred air carrier or frequent flier miles.
- All intra-continental flights under [X] hours are required to be economy class.
- Any inter-continental flight can be submitted to [COMPANY CFO] for upgrade approval.

- In-flight WiFi: If an employee will be working throughout the flight, in-flight WiFi may be expensed.
- Baggage: If additional fees apply to checked baggage, the employee may expense those costs.

### **2.2.c Hotel/Lodging**

In conjunction with business related trips, employees may require overnight lodging. Guidelines for booking the lodging are as follows:

Employees should attempt to book reasonable lodging accommodations at a location convenient for the business trip, either near the airport or near the location of the event.

Typical 'reasonable lodging accommodations' would be under \$200 per night in most cities, and under \$350 per night for major cities. This price is inclusive of all applicable taxes and other local tourism charges added to the hotel stay.

### **2.2.d Travel Meals**

All employees can expense meals while traveling for business. The guidelines for purchase of these meals is as follow:

A standard \$XX per diem is issued to employees, to be used for reasonable meal and drink selections while traveling.

### **2.2.e Temporary Residence, Training, or Long-Term Assignment**

[COMPANY] has offices in [CITY], [CITY], and [CITY], and it may be necessary for employees to train or work for extended periods at an office other than their permanent work location. In these situations, an employee may expense the following on their corporate card:

#### **Lodging:**

- Short-Term: If the intended stay is less than 2 weeks, the employee should book a hotel using the Hotel/Lodging guidelines for business travel.
- Long-Term: If the employee will be working from another [COMPANY] office for a period longer than 2 weeks, arrangements may be made for corporate housing. This spend should be approved by the department head, and charged to the department corporate card.

- Meals: \$XX per diem budget applies, for all locations.

## 2.3 Meals

Outside of business travel related expenses, all business meal related expenses charged to an employee corporate card must adhere to the T&E Policy use cases listed below:

### 2.3.a Lunch

[COMPANY] provides lunch XX days per week. When traveling between offices, the following guidelines apply:

- In offices that do not provide lunch, lunch may be expensed using the budget of \$[XX] per day.
- In offices that do provide lunch, lunch may not be expensed, unless lunch service is cancelled due to holiday or other circumstances and the office remains open.

### 2.3.b Meals after Regular Business Hours

When working past 8:00 pm, or working from the office on a weekend or holiday, employees are allowed to expense meals based on locational budgets:

- [OFFICE LOCATION]: \$XX per day
- [OFFICE LOCATION]: \$XX per day
- [OFFICE LOCATION]: \$XX per day

The above amounts include delivery fees, if applicable

### 2.3.c Group Meals

Group meals include those in which two (2) or more people participate, adhering to the following guidelines:

#### Team Offsites / Events

- See manager for allocated team-building event budgets.
- Events must be approved by managers.
- Events must be expensed on department corporate cards, not employee corporate cards.

## Customers / External Partners

- In instances where [COMPANY] is hosting current or prospective business partners for a meal, the budget is at the discretion of the manager or executive responsible for the relationship.
- The memo field for the transaction must include the business purpose and names of those present (both [COMPANY] and non-[COMPANY] persons), including title and company.
- The non-employee is required to be a business associate with whom [COMPANY] could reasonably do business, and business should be actively conducted during the meal.

### 2.3.d Internal 1-on-1 Meetings

Costs associated with 1-on-1 meetings are not permissible charges on corporate cards (including, but not limited to: coffee, meals, and/or happy hours).

## 2.4 Other expenses

Employees may incur expenses outside of Travel & Meals. Refer to the following guidelines for allowable associated use cases:

### 2.4.a Entertainment

From time to time, [COMPANY] may host internal and external events, ranging from holiday parties to marketing events. The following guidelines apply:

- Prior to booking any event or entertaining space on a corporate card, an employee must obtain approval from their manager and department head.
- Event spend should go on the department corporate card and align with the budget of [\$100] per person per month.

### 2.4.b Customer / External Partner Gifts

Customer and partner gifts are allowable, but are left to the discretion of the department head. These purchases must be paid for via the department corporate card.

### 2.4.c Employee Gifts

Refer to the following guidelines for employee gifts:

- Births, adoptions, or bereavements: Reach out to HR [COMPANY HR CONTACT], who will help facilitate the gift. These gifts are not allowed to be expensed to an employee corporate card.
- Birthdays and celebrations (e.g., cakes or cupcakes): Permitted, but must use the department corporate card.
- Employee Recognition: Purchase of gifts for employee performance or appreciation are not permitted to be charged on a corporate card.

#### **2.4.d Learning and Development**

All Learning & Development spend falls under L&D departmental budget, at the discretion of the department head.

All spend must have been planned within budget guidelines by L&D head, and must go on the L&D department corporate card.

#### **2.4.e Professional Licenses, Trainings, & Conferences**

At the discretion and approval of the department's head, the below costs are allowable:

- Fees associated with renewing or obtaining a new license that is required for your role and responsibilities at [COMPANY].
- Admission fees for trainings or conferences required for your roles and responsibilities at [COMPANY].

All above fees should be paid for on the department corporate card.

### **2.5 Non-Allowable Charges**

Non-allowable charges are defined as those that are not listed within this Policy. In the event of an employee charge outside of the Policy, [COMPANY]'s recourse may range from company reimbursement by employee to employee termination. Determination of penalty is the responsibility of the T&E Team, with authority from the CAO and CFO, and will be based on the facts and circumstances of the charge or charges.

## 2.6 Out of Policy

The T&E Team will review card spend regularly for both employee corporate cards and department corporate cards. The person responsible will be notified if an expense is out-of-policy due to a missing receipt or business purpose memo. If the missing items are not added, then the following actions will be taken:

- After [XX days], the employee's direct manager will be notified of the out-of-policy item.
- After [XX days], the employee's card will be suspended.



# Appendix 1

## Employee vs. Corporate Card Spend

Employee corporate card	Department corporate card
Ground Transportation - Business	Group Meals - Team Offsites
Ground Transportation - Overtime	Group Meals - Team Happy Hours
Airfare - Flights, Wifi, and Baggage fees	Other Expense - Customer/External Partne
Hotel Lodging	Other Expense - Entertainment
Travel Meals - Per Diem	Other Expense - Customer/External Partner Gifts
Lunch - Per Policies applicable offices	Other Expense - Employee Birthday Gifts
Overtime Meals	Other Expense - Professional Licenses, Trainings, & Conferences
	Other Expense - Learning and Development
	Vendor Expenses



# Appendix 2

## Outreach Email to Employees

Hi employees,

We're excited to announce that as of [EFFECTIVE DATE], we will be transitioning from employees using personal credit cards for business expenses to Brex cards.

### What does this mean for you?

- All in-person credit card transactions must be paid for with your physical Brex card (no longer your personal card); your card will arrive by mail by [DATE]
- All online auto-payments must be converted from your existing [COMPANY CARD] to your virtual Brex card no later than [DATE]

### Why are we doing this?

- To save our whole company time - by using Brex cards, we will eliminate the need for expense reports
- To streamline the flow of all credit card transaction data into one central location to obtain a clean, accurate 360-degree view of spend and help us stay audit compliant
- To help ensure data integrity and cut down on manual expense categorization with one-time category mapping and custom rules

**Where is my physical Brex card and how do I log into my account?** You can request a physical Brex card from the Brex dashboard. You'll automatically have a virtual card in your dashboard and in the Brex mobile app. Please also add it to your Apple Pay or Google Pay wallets for business T&E and contactless pay. If you need assistance figuring this out, please contact {finance contact}.



**What else am I required to do?** Download the app, and no later than [EOD of the 4th business day of each month], you must provide detailed memos & receipts in Brex (send via text, email, or upload to mobile app (iOS app, Google app)) for every expense from the previous month. Cardholders with missing or incomplete submissions at the deadline (EOD of the 4th business day of each month) will see that their monthly credit limit is reduced to \$0 until rectified. Three strikes and access to your corporate card will be permanently revoked.

- Receipts must contain adequate evidence including name and location of establishment, date, itemized bill with total amount and # of people served (if a meal) or dates of stay (if a hotel)
- Detailed memos must include specific reason for expenditure and pre-approved recharge notes (if applicable)
- **Example:** Uber trip with [employee name 1] to Short Hills Mall from Summit HQ

**What is the difference between a physical Brex card and a virtual Brex card?** Virtual credit cards are electronic cards that are linked to your credit account and can be used to complete online transactions. They can improve security when making online purchases and can prevent sensitive information from falling into fraudsters' hands, as virtual cards randomly generate a card number, expiration date, and security code for each transaction, unlike a physical card, which has fixed card details and can be lost. You can enter these virtual card details at the online checkout, and the transaction will appear on your account statement as usual. Do not use your virtual cards for transactions that would potentially require you to present the cards for physical reference (e.g., hotels, car rentals).

**Need more info?** Invites have been sent for two separate, optional training / open Q&A sessions at [2pm EST on Thu Jan 23 and Fri Jan 24]. Our dedicated Brex Relationship Manager will be on the line for both.

Any questions, let me know.

All the best,

{Finance team contact}