

LC OPERATIONS MANUAL

13.5 USE OF CORPORATE CREDIT CARDS

- 13.5.1 LC senior staff member and one additional LC staff member, approved by the Director Administration, will be holders of the corporate credit card.
- 13.5.2 The credit cards shall remain in the possession of LC Head Office and may be used for all budgeted travel expenses. They may also be utilized for other expenses as approved by LC Executive Director or the Director Administration.
- 13.5.3 Any personal expenses billed to a corporate card shall be charged to the appropriate individual, although personal use is discouraged.