



To: All
From: Dennis E. Barnes
Subject: Credit Card Usage/Reporting and Expense Reports
Date: May 5, 2009

Due to increasingly tight accounting deadlines and more rigid internal controls, it is appropriate at this time to change our policies regarding credit card usage and expense reports. Please be aware of, and comply with, the following guidelines:

Credit Cards:

- Credit cards may only be used for travel – airfare, hotel, meals, client entertainment and registration fees. Other expenses require a check request or employee reimbursement.
- Please be aware of your maximum spending limit and stay within the range.
- Once the credit card statement is received in our Accounting department, your charges will be forwarded to you for your review along with a deadline to return your coded receipts. Please check each transaction listed against your receipts to verify accuracy. The receipts (packing slip, invoice, cash register tape, and credit card slips, etc.) for all items listed on the monthly statement should be attached to the statement and returned to the Accounting department prior to the stated deadline. The receipts are used to ensure proper accounting and for IRS purposes. If you do not have documentation of a transaction listed on the monthly statement, please attach an explanation that includes a description of the expense, date of transaction, vendor's name, and reason for the lack of supporting documentation. It is very important to return your coded receipts by the accounting deadline.
- Your corporate credit card is for business use only. No personal charges or cash advances are authorized.
- If you lose your card or it is stolen, please notify the credit card company and our Accounting department immediately. A new card will be promptly issued to you after the reported loss or theft.

Expense Reports and Petty Cash Reconciliations:

- Please complete Expense reports monthly, and submit to your supervisor for approval no later than the 10th of each month. You should submit all expenses within 90 days of incurring the expense. Any expenses submitted after 90 days will be handled in accordance with IRS Guidelines, which may result in reimbursement being treated as additional compensation and subject to payroll tax withholdings.
- When expenses are incurred with another employee (such as meals), the most senior employee in attendance should pay for the expense and request reimbursement.
- When requesting mileage reimbursement, please use the attached standardized mileage grid, which is available on the Cambridge Intranet. Please remember: mileage from your home to your first stop is not reimbursable, neither is the mileage from your last stop to your home.

If your destination is not included on the mileage grid, please document your mileage with the date, both beginning and ending miles for the trip, or number of miles in total for each trip with the project noted on each.

Ex: 2-19-2008	15100-15119	Corp to Plano
Ex: 2-19-2008	19 miles	Corp to Plano

- Please include a valid receipt and a brief explanation of the expense for all expenses on your reports.

Your attention to, and compliance with, these guidelines is much appreciated. Thanks for your attention to these issues.