


	<b>NON-REGULATORY STANDARD OPERATING PROCEDURE</b>	<b>SOP Number:</b> FIN-003	
		<b>Title:</b> Corporate Travel and Expense Credit Card SOP	<b>Effective Date:</b>
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<b>WRITTEN BY:</b>	<b>Signature</b>	<b>Date</b>
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## 1.0 OBJECTIVE AND SCOPE

- 1.1 The objective of this standard operating procedure is to define the specific procedures for the usage of the Corporate Travel and Expense Credit Card including general use, credits, returns, disputes, and approvals to ensure the all expenditures are conducted in the appropriate manner to control the use of company funds.

## 2.0 APPLICABILITY


- 2.1 This policy applies to all employees and agents of the Company and its subsidiaries.
- 2.2 Program Administrator is responsible for the maintenance of this SOP.

## 3.0 REFERENCED DOCUMENTS

- 3.1 Related policies and SOPs regarding expenditure authority, approval and signing authority have been established elsewhere. Important matters related to the commitment of Sepracor funds and resources are discussed in these policies. Please refer to the following as appropriate:

- Procurement Policy 3.06
- Procurement SOP PRO-001
- Strategic Sourcing SOP PRO-002
- Preferred Supplier Relationship Management SOP PRO-003
- Supplier List Management SOP PRO-004
- Procurement Glossary PRO-005
- Purchasing Requisitions SOP PRO-006
- Expenditure Commitment and Invoice/Payment Approval Policy
- Invoice/Payment Approval SOP FIN-001
- Approval Authority SOP FIN-002
- Receiving Goods & Completion of Services SOP PRO-008
- Contract Review and Signing Authority Policy
- Contract Signing Authority Procedure
- Contract Management SOP
- Supplier Qualification of Hardware, Software, and IT-Service Providers SOP
- External Communications Policy
- Educational Grant Policy
- Sepracor Healthcare Professional Consultant Policy 3.04
- Customs-Trade Partnership Against Terrorism Program and Tier-One International Suppliers SOP.
- Code of Conduct and Ethics
- Corporate Travel Policy
- Sepracor American Express User Guide

- 3.2 Note that new and revised policies and SOPs may be approved by Sepracor from time to time and should also be referred to, as applicable. All policies and procedures can be found on the Compliance Portal of the SEPResource.

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These policies and procedures have been documented to standardize the procurement process. Important matters related to the commitment of Company funds and resources are discussed in these policies. Please become familiar with them prior to engaging in procurement activities.

#### 4.0 GENERAL

##### 4.1 Purpose:

- 4.1.1 The Corporate Credit Card program provides authorized employees with a method to pay for travel related expenses as well as other f small dollar items as defined in the following SOP.

##### 4.2 Definitions:


- 4.2.1 Please refer to the associated Procurement Glossary Document, found on the SEPRResource Procurement Home Page and in the Corporate Standard Operating Procedures (SOP's) and Memorandum of Standards (MOS's) Index.

##### 4.3 Roles & Responsibilities:

###### 4.3.1 Cardholders responsible for:

- Comply with all Procurement Policies and Procedures. **Read and Accept the Card Holder Agreement.**
- Ensuring receipt of product or services.
- Verifying that all purchases listed on their card statement are correct and were made for purposes which meet the business needs of the company.
- Forwarding sales receipts and other supporting documentation for each transaction to your Manager/Supervisor as part of the monthly expense reporting process.
- Resolving delivery and credit disputes with suppliers.
- Ensuring the security of their card.
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- File all receipts with your expense report; see section 6.1.

###### 4.3.2 Managers (or other Approval Officials) are responsible for:


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- Reviewing and certifying that all charges on the Cardholder's statement are correct and were made for purposes which meet the business needs of the Company.
- Ensuring purchases are reasonable, appropriate and cost effective.
- Ensuring no prohibited items have been purchased.
- Notifying the Program Administrator when there is a change in the Cardholder's status through job reassignment. HR will notify Program Administrator should an employee be terminated.

## 5.0 CORPORATE TRAVEL AND EXPENSE CREDIT CARD POLICY GUIDELINES

- 5.1 The Corporate Travel and Expense Credit Card is only intended for designated products and services from suppliers. Reference Section 5.11 Authorized and Unauthorized Use for a list of Corporate Travel and Expense Credit Card approved and dis-allowed expenditures. If you have questions concerning the appropriate use of the Corporate Travel and Expense Credit Card, please call the Corporate Travel and Expense Credit Card Program Administrator.
- 5.2 Use of the Corporate Travel and Expense Credit Card for personal purchases is strictly prohibited. Inappropriate use of the card will result in cancellation of the card, notification of the cardholder's manager, and up to and including termination.
- 5.3 By using the card, the Cardholder and their manager are responsible for ensuring that all charges for the Card are proper and supported with the appropriate documentation.
- 5.4 Charges are not to be split in an effort to bypass present card/charge limits without written authorization from the Program Administrator. This authorization must be submitted with the monthly statement to support the split charge.
- 5.5 The Manager is responsible for notifying the Program Administrator when there is a change in the Cardholder's status through job reassignment.
- 5.6 By their signature or electronic approval, the Manager (or other Approval Official) certifies that they have reviewed the Corporate Travel and Expense Credit Card transactions and all related documentation and that it conforms to Corporate Procurement Policies. In no circumstance shall a cardholder both initiate and approve the same transaction or approve payments of any kind to themselves. Under no circumstance should the card holder benefit personally for use of the card.
- 5.7 Unless Authorized, under no circumstance should the signatory share or allow other users to access their Corporate Travel and Expense Credit Card Program online system username and password. This information must remain confidential and delegates must be setup through the system.
- 5.8 Corporate Travel and Expense Credit Card Security




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- 5.8.1 The Corporate Travel and Expense Credit Card should always be treated with at least the same level of care as used with personal charge cards.
- 5.8.2 The Corporate Travel and Expense Credit Card should be kept in a secure, location and only accessible by the cardholder.
- 5.8.3 The Corporate Travel and Expense Credit Card Account Number should not be posted at the cardholder desk or left in a conspicuous place.
- 5.9 The only person entitled to the use of the Corporate Travel and Expense Credit Card is the person whose name appears on the face of that Card.
- 5.10 The Cardholder whose name appears on the Corporate Travel and Expense Credit Card may make purchases for any associate in his or her assigned cost centers. If a single person supports multiple cost centers, that person has a home (default) cost center and other available (alternate) cost centers.
- 5.11 **Authorized uses** for the Corporate Travel and Expense Credit Card:
  - Business travel related services booked thru the Preferred Travel Supplier online portal with preferred airlines, hotels and car rentals.
  - Business travel related food and meal expenses.
  - Subscriptions, books, organizational dues, course and other approved external educational expenses for business purposes under \$5,000. Internal training/educational courses as well as tuition expenditures are not permitted.
  - General facility, lab and electrical supplies and tools under \$1,000 (only facilities and lab personnel are allowed this type of use).
  - If you have any questions regarding authorized transaction types, please contact your Corporate Travel and Expense Credit Card Administrator.

**Unauthorized uses** for the card:

- Personal Purchases.
- Subscriptions, books, organizational dues, course and other approved external educational expenses for business purposes over \$5,000.
- General facility, lab and electrical supplies and tools over \$1,000 (only facilities and lab personnel are allowed this type of use).
- Capital items, leases, software related agreements
- Payments to Health Care Providers.
- Any maintenance type agreements.
- Items purchased for direct use in commercial products
- Hazardous materials (chemicals, solvents, paint, epoxy, adhesives, and gases).
- Equipment requiring calibration and related services.

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- On site services (unless part of a strategic agreement).
- Cash advances.
- Services and/or goods that require a contract.
- Computer equipment, software, lab supplies, chemicals, and office supplies. Business operating supplies should be purchased with the designated preferred supplier portals; these include office supplies, lab supplies, and chemicals.
- If you have any questions regarding unauthorized transaction types, please contact your Corporate Travel and Expense Credit Card Administrator.


#### 5.12 Purchasing limits

- Transaction and purchasing limits will follow individual card holder limits – please contact your Corporate Travel and Expense Credit Card Administrator.
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## 6.0 CORPORATE TRAVEL AND EXPENSE CREDIT CARD PROCEDURES

### 6.1 General Use

- 6.1.1 Inquire, prior to the purchase, if the supplier accepts the Corporate Travel and Expense Credit Card.
- 6.1.2 The supplier should be asked if they accept the Corporate Travel and Expense Credit Card. If so, the Card should be used to place the order. If the supplier does not accept the Card, complete the standard purchase requisition process or contact Procurement for alternative supplier options. Do not use personal card.
- 6.1.3 Call or visit the supplier; place your order; specify the company name (Sepracor Inc), and Ship-to Address (only an address at which Sepracor does business is allowed); give the supplier your Card Number information, and point of sale Customer Number, if applicable. When placing the order, be sure to explicitly request a receipt.
- 6.1.4 Sales tax information must be captured separately. If the supplier does not have enhanced data capture ability at the point of sale, you must request that the sales tax documentation be appended to the charge slip that shows the item's price and amount of tax paid.
- 6.1.5 Upon receiving your order, documentation such as a sales receipt, invoice or a packing slip, should be enclosed as part of expense report
- 6.1.6 Cardholders should always request a receipt upon order placement. If the supplier does not provide a receipt, this must be noted either on the statement or in I-Expense.
- 6.1.7 Monthly Statements

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- On the 1st each month you must obtain your electronic statement from the Card Provider's website.
- with the expense report.

#### Returns, Credits, and Disputed Items

- If a Cardholder has a problem with a purchased item or with billing resulting from the use of the Corporate Travel and Expense Credit Card, he/she should first try to resolve the issue with the supplier that provided the item. In most cases, disputes can and should be resolved directly with the supplier.
- If a Cardholder needs to return a purchased item for any reason, send the item back to the supplier in a manner agreed upon with the supplier. Make a note of the item's return.
- If a Cardholder has a dispute, first contact the supplier to resolve the issue. If Cardholder and the supplier cannot resolve the issue, contact the Card Provider.
- The Cardholder has 60 days from the date of the statement on which the disputed charge is recorded to contact the Card Provider.
- If the Card Provider is unable to resolve the issue, contact the Corporate Travel and Expense Credit Card Program Administrator.

## 6.2 Lost or Stolen Corporate Travel and Expense Credit Card


- 6.2.1 Just like your personal charge cards, if the Corporate Travel and Expense Credit Card is lost or stolen, you must immediately notify the Card Provider and Corporate Travel and Expense Credit Card Program Administrator. Corporate Travel and Expense Credit Card Administrator.

[creditcard@sepracor.com](mailto:creditcard@sepracor.com) or [tina.governale@sepracor.com](mailto:tina.governale@sepracor.com)

Tina Governale – 508-357-7354

Bonnie Logan – 508-357-7712

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### 6.3 Review, Approval, and Audit Procedures

- 6.3.1 All Cardholders must submit their statements and supporting documentation to their Manager for review and approval and/or follow the I-Expense or Gelco process.
- 6.3.2 The Manager is required to review and electronically approve the expense report using the appropriate system. The review of the statement by the Manager is considered the initial and most important step of the audit process. By signing the statement, the Manager attests that he/she has reviewed the statement and the supporting documentation and attests that all the charges are true, accurate and supported.
- 6.3.3 To ensure the continued success of the Corporate Corporate Travel and Expense Credit Card Program and to meet compliance requirements, Finance performs random audits of Cardholder accounts to ensure that documentation attesting to receipt of items billed is submitted and that policies and procedures are being followed.
- 6.3.4 Both the Cardholder and the Manager are notified when questions requiring clarification arise during an audit. The Cardholder is expected to respond timely (within 3 to 5 business days) to all audit requests. If the Cardholder fails to respond to the audit inquiries in a timely manner, Sepracor reserves the right to suspend and/or terminate the card. The Manager will be included on all correspondence with the Cardholder.


### 6.4 Corporate Travel and Expense Credit Card Applications and Approvals

- 6.4.1 All employees who meet the following criteria should apply for a corporate credit card:
  - travelers who spend more than 20% per year on air travel
  - all manager level and above employees who travel
- 6.4.2 Those not meeting the above criteria:
  - Applications for the issuance of a corporate credit card must be approved by the functional manager and functional VP of the department.
  - The credit limit is \$10K, unless duties warrant a higher limit.

### 6.5 Staff Changes and Terminations

- 6.5.1 If the Cardholder has a change in duties, it is the responsibility of the Manager to notify the Program Administrator to terminate the card. If Cardholder is terminated, HR will notify Program Administrator.



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## 7.0 DOCUMENT HISTORY

<u>Revision</u>	<u>Date Effective</u>	<u>Comment</u>
00		New SOP.

The last page of each SOP is a Document History listing that includes each revision number, effective date, and summary of changes corresponding to that revision.

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