Procedure

EXPENSE REPORT ONLINE APPROVAL

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1. Introduction / Background

Anyone who is issued a corporate business expense credit card is required to use it for all business related charges, with the exception of fuel. Every card holder will have an online account for managing card expenses and submitting expense reports to their supervisor or manager for approval. Approving managers must follow this procedure for approving their responsible expense reports.

2. Scope / Purpose

The company credit card billing cycles run from the first to the last day of every month. By the 10th of every month, all expenses from the prior month are required to be entered in the card holder's online account. If an expense report is incomplete, not submitted by that date, or contains personal expenses, processing fees and penalties will be charged to that employee. If a cardholder's expense report is not entered and approved by the 15th, the MasterCard will be shut off on the 16th.

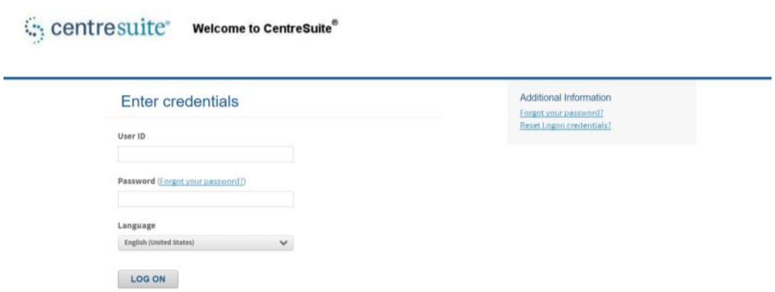
3. Definitions

None.

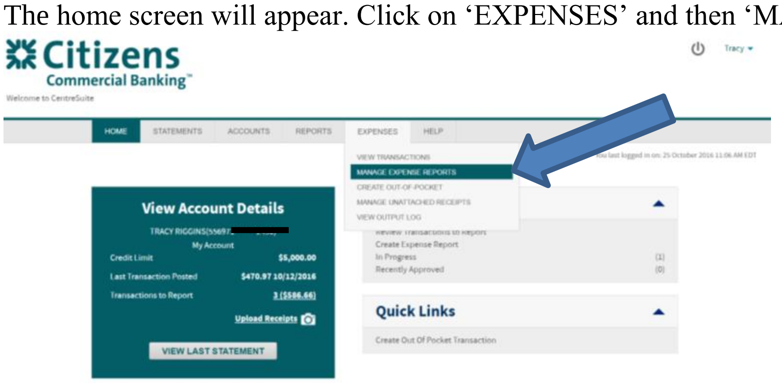
4. Instructions

Company Credit Card Expense Report Approval Procedure:

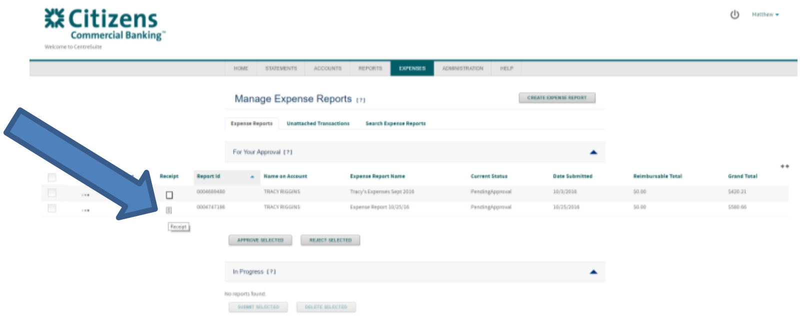
1. Direct internet browser to https://www.centresuite.com.
2. Login using the proper credentials.
   a. If this is the first time logging on, use the following:
      Username: 'First Initial''Last Name'16 (Ex. TRiggins16)
      Password: Today2016!



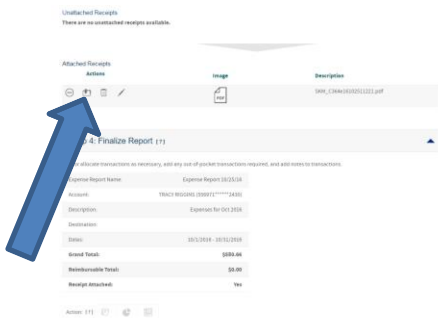
3. The home screen will appear. Click on 'EXPENSES' and then 'MANAGE EXPENSE REPORTS'.



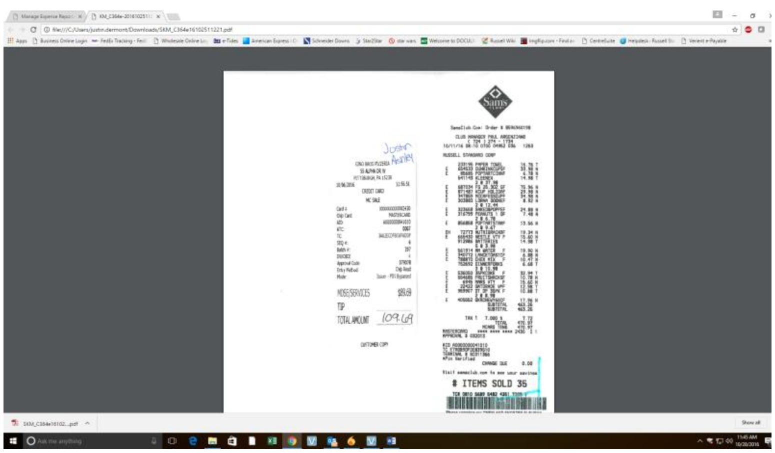
4. Click on the Receipt button for the line item to be approved.



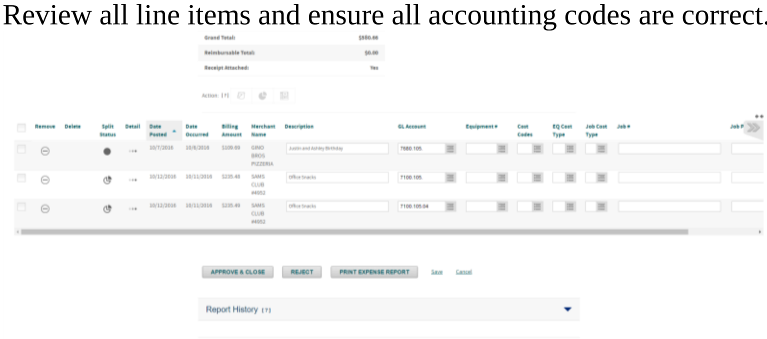
5. Click on the download button next to the pdf of the receipt.



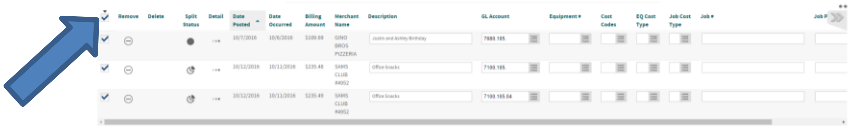
6. Review the receipts for approval.



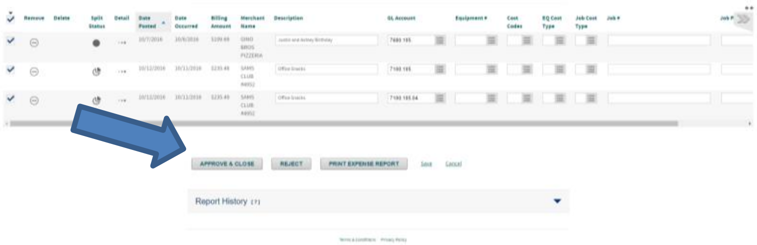
7. Review all line items and ensure all accounting codes are correct.



8. Click the checkbox next to all items to be approved.

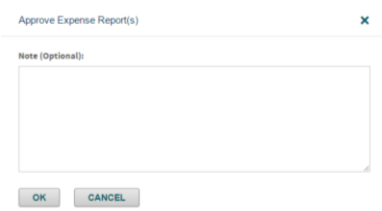


9. Click on ‘APPROVE AND CLOSE’ or ‘REJECT’.



   a. If rejected, contact owner of expense report immediately so that the issue can be resolved.
   b. Potential reasons for rejection are improper coding, no receipt attached, etc.

10. Add notes, if desired. Then click ‘OK’.



11. Once processed, click ‘OK’.