



HEXAGON

Corporate Credit Card Policy

Revision: 1.2

Last Reviewed: 07 Jun 2023

Next Revision Date: 7 Jun 2025

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Title: Corporate Credit Card Policy

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1. Introduction

This policy outlines the process to provide employees who are 'frequent travellers' and with 'business spend needs', with a Corporate Credit Card.

2. Scope & Eligibility

All Full-Time Employees with frequent travel needs and Support team employees who need to procure goods and services for the company, are eligible to apply for this facility. This policy supplements the corporate credit card that is made available to the CEC and colleagues in sales and support roles.

3. Procedure

3.1 Procurement and Usage

- The corporate credit card requests will be initiated by the employee, after obtaining written approval from the Department Head. The request will be then reviewed by Finance Department for approval. If approved, Finance Department will facilitate getting the corporate credit card in the name of the respective employee.
- Once Credit Card is received the employee has to inform the Card number to Finance Department for creating the account in the ERP and Expensing.
- Corporate credit cards are issued purely for business purposes and the same cannot be used for personal use. Any employee violating this is liable for disciplinary action by the organization unless prior approval for such use has been obtained from HOD as an exception.
- All the expenditure incurred towards travel and other procurements needs generic prior approval from the Department Head.

3.2 Bill Payment/ Recovery for the Card Dues

- The statement of the corporate credit cards will be received directly by the individual employee to their email account also the Employee can log into the Portal and download the Statement.
- The employee will be liable to submit the bills to the Finance department, supported with the relevant approvals by 15th of every month for all transactions as reported in that month's statement.
- If the employee fails to submit the bills before the stipulated timelines, it is solely the employee's responsibility to pay the outstanding liability in the credit card statement on or before the 25th of the month directly to the bank and claim the relevant amount as reimbursement from HCCI.
- Any interest/penalty towards delayed payment is to be borne by the employee and the same is not eligible for reimbursement. Employees must make necessary arrangements for payment of the bills or submission to Finance even while they are traveling – no exceptions for any delays will be permitted.
- In the event of Resignation/Retirement/Termination of the employee, any un-settled liability towards the corporate credit card, will be recovered from the final settlement of that employee.

3.3 Redemption of reward points

- The Corporate Credit Card usage yield certain reward points and they lapse after certain time frame. The points can be utilized by the card holder.
- The Employee can keep track of reward points as per the credit card statement and redeem it online. The following link guides through the process- <https://www.hdfcbank.com/personal/pay/cards/credit-cards/claim-rewards>

4. Policy Administration & Exceptions

The Finance Department shall be responsible and final arbiter for administering this policy.

5. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.1	8-May-2023	Updating policy in new template	David Eguri	Rajasekhar Dukkupati
1.2	7-Jun-2023	Addition of details on rewards points	David Eguri	Rajasekhar Dukkupati