

## **US Bank Corporate Travel Card Employee Agreement**

I, John Smith , as a holder of a US Bank Corporate Travel Card ("Card") pursuant to my employment with the Biosystems Division of Leica Microsystems, Inc. ("Leica"), and by my signature below hereby acknowledge that I have read, understand, and agree to comply with the following:

1. I understand that by use of the Card I will be making financial commitments on behalf of Leica.
2. Except under reasonable circumstances (e.g., brand of credit card network not accepted by vendor), I understand that it is mandatory to use the Card for Leica's business-related expenses.
3. I shall use the Card exclusively for approved purchases only, and shall not use the Card for personal purchases, non-approved purchases, or for purchases unrelated to Leica business or my Leica employment.
4. Leica shall audit the use of this Card and will report and take any and all action Leica deems appropriate in response to any suspected, alleged, or actual discrepancies.
5. I am solely responsible for the direct payment of all expense and debts due on the Card, and I must submit a Travel & Expense report through MobileXpense (or as otherwise directed by Leica) for approval in order to be reimbursed for approved expenses. I understand reimbursement is contingent upon such approval.
6. I shall pay all debts and balances due promptly, timely, and in accordance with the issuing credit card company's terms and conditions. If I fail to do so, Leica shall have the right to suspend or revoke my Card and pursue further disciplinary action, up to and including termination of my Leica employment.
7. Prior to the termination of my employment with Leica for any reason, I will pay all amounts due on the Card to the issuing credit card company. If I fail to do so, Leica may deduct such amount(s) from my paycheck or take any other action to the extent permitted by law as necessary to satisfy my payment obligation.
8. I shall immediately return my Card to Leica upon Leica's request, the termination of my Leica employment for any reason, or as appropriate upon any organizational change which causes my job responsibilities to change.
9. Immediately after becoming aware that the Card is lost, stolen, or otherwise misplaced, I will notify both US Bank and the company Coordinator.
10. I have been given a copy of the "Procedure for the Use and Control of US Bank Corporate Travel Card" and understand the requirements for the Card's use. I will follow the established procedures for the use of the Card. Failure to do so may result in suspension or revocation of my use of Card privileges or other disciplinary actions up to and including termination of my Leica employment.



Signature

John Smith  
Printed Name

6/1/2019  
Date