



Dupré Logistics Credit Card Policy

1. Introduction / statement of purpose

This policy applies to all employees of Dupre Logistics, LLC assigned company credit card as of 3/23/2020. It is a framework that covers how an employee can charge and/or be reimbursed for reasonable and authorizes expenses that are incurred while doing business for Dupre' Logistics. We'll define "reasonable expenses" and set a procedure for "authorized" expenditures.

Minimizing expenses

We want to avoid overspending or unnecessary costs. We will contract with hotels and vendors to get the best possible price. We'll also aim for the best quality/price option when we can. Credit Cards are to be used on a limited basis for non-repetitive low value items.

2. Dupré Logistics Credit Card use expectations and policy compliance

Expectations of Credit Cardholders:

- Behave honestly, responsibly when purchasing good or services required as a function of your assigned Dupré Logistics Leadership role using the guidelines of this policy
- Seek to keep costs to a minimum where possible, in line with the best interests of the business
- Monitor mileage, maintenance and proper fuel spend of company assigned vehicle
- Submit complete expense reporting with all receipts every Monday by 5:pm
(Notify accounts payable regarding any circumstances that may prevent from meeting this deadline and ensure to include your up line manager)

All business meals and entertainment charges must include:

- Name & Affiliation of attendees
- Type of Activity (lunch, dinner, etc.)
- Business Purpose – e.g. sales call, conference, training, meeting, meeting, etc.
- Maintain and submit all receipts per IRS and Dupré Logistics requirements to include sufficient details documenting: business reason for purchase; team members or customers involved; proper GL codes (review & correct what system assigns); etc.. All business meals must have itemized receipts.
- For business meals with multiple Dupré team members, the senior team member must use their Credit Card so that we maintain adequate cost controls of all expenditure being reviewed by a team leader who does not participate in the transaction spend.
- Do not delegate use of your assigned credit card to anyone, including Dupré team members
- Persistent or deliberate non-compliance may result in disciplinary action up to and including termination

Expectations of managers with oversight:

- Ensure that all direct report purchases comply with this credit card policy
- Review, substantiate and approve all direct report expense reports via email approval to AP every Tuesday by 3pm CST.
- If employees don't comply with policy, claims should be questioned and can be rejected – notify AP of all rejected expenses by email
- Persistent or deliberate non-compliance may result in disciplinary action up to and including termination



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3. Fraud, bribery & corruption within Credit Card Process and Procedures

Dupre Logistics, LLC has a zero-tolerance approach to bribery in compliance with relevant anti-bribery laws in all the regions in which we operate. Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is illegal and a dismissible offence.

Your credit card is to be used for approved expenses. It is recognized that you may accidentally use your card for personal expenditures; however, frequent misuse of your company credit card is not acceptable and can result in disciplinary action up to and including termination. If personal expense is accidentally charged to your card, we will deduct that amount from your regular pay check after you are notified and confirm the error.

Weekly cardholder manager approvals and accounting audits will allow for us to maintain required cost controls for all credit card spending. Charging or claiming for expenses not incurred; incurred not for business purposes or exaggerating expense claims is a dismissible offense and can result in disciplinary action up to and including termination.

- 1) Cardholder receives Credit card purchase report every Monday by 10am
- 2) Cardholder prepares Credit Card Expense Report submittal: reviews charges; confirms or edits GL coding; attaches receipts with detail documentation per IRS and Dupré Logistics requirements (business reason for purchase; team members or customers involved; proper GL codes; etc... All business meals must have itemized receipts.)
- 3) Submit Credit Card Expense report with all detailed receipts by email to your Manager (name@duprelogistics.com) for approval and AP (apreceipts@duprelogistics.com) for processing at the same time. Deadline: Monday @ 5pm
- 4) Be prepared to justify all expenses submittal given policy guidelines and business need for expenditure.

Compliance and Discipline:

Cardholder's not meeting submission deadlines, missing receipt or required detailed documentation will be considered out of compliance and be subject to:

- Credit Card suspension until required documentation is provided
- Repeat non-compliance offenders cancelation and revocation of company credit card privileges
- Payroll deduction for non-approved and unauthorized expense reimbursement to Dupré Logistics
- Disciplinary action up to and including termination

Investigations for any Fraud, bribery or Corruption: will be conducted by an assigned team of Dupré Logistics Human Resource representative and Forensic Accounting representatives.

Returns/Credits:

If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit directly to the cardholders account or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, and then the funds must be routed immediately to Accounts Payable (AP) for deposit with Dupré.

Lost, stolen or misplaced credit cards: must be reported immediately to accounting (jmbabineaux@duprelogistics.com). Please protect and keep your card secure to the best of your ability.

After hours please call Comdata Cardholder Services (put in phone contacts): 800-741-4040



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4. Approved Credit Card expenses a. Travel-related expenses

Preapproval of trips is required by employees' managers ahead of travel. Personal travel may be combined with business travel as long there is no additional cost to Dupré Logistics.

Rental Car expenses:

All employees should book car rentals for business trips via approved Vendors:

National / Enterprise National Account

Enroll in Emerald Club: <https://www.nationalcar.com/offer/dupretransport>

RESERVATIONS http://www.ehidirect.com/ehidirect_home_enus.htm or Call: 800-562-2886

Dupré Logistics Contract ID #XZ14015 Billing #16707907

** Insurance is built into the price of the rental

** Fuel is not allowed to be charged to rental renter must, fuel before returning

- No GPS rentals, use Phone provided
- Toll tags acceptable when appropriate

When multiple booking options are provided, the most cost effective option should be selected. The individual is responsible for all car rental cancellations.

Taxis/Ride Sharing Service: Limit up to \$40 per ride/event (Including tips)

Air, rail and road travel booking guidelines:

- Only allowed to book standard or economy-class non-refundable tickets
- Recommended Travel booked 2 weeks in advance for better pricing, all bookings below 2 weeks needs Director level approval.
- Book flights directly with airlines, no 3rd party sites acceptable due to extra fees and non-refundable limitations.
- Pre-approval for air travel for less than 300 travel miles: Round trip flights above \$500 require advance approval from your Manager
- Baggage (no more than 2 bags)
- Only Economy or Shuttle parking lots to be utilized
- No service upgrades(Airfare, priority boarding/seating, clear me charges, etc.) or inflight expenses are authorized for your Credit Card use
- Reward point schemes shouldn't be part of the decision making process



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b. Company Vehicles

Corporate Vehicle expense process:

- Capture accurate vehicle mileage at pump to be fed into maintenance tracking system. You may not use your Credit Card to fuel any other vehicles, gas containers, etc. – any violation with prompt disciplinary action up to and including termination.
- You must maintain average MPG your vehicle per manufacture standards – reported weekly
- You must maintain preventative maintenance schedule appropriate for vehicle assigned.
- Major repairs should follow Company Car Policy guidance for this spend set by maintenance.

Preventative Maintenance Service guidelines:

Oil Change Service recommended vendors and costs are:

National Fleet Account @ Take 5 Oil Change: Dupre Logistics Acct#112446

- Follow Dealer recommended mileage intervals for oil change

Vehicle Wash Service recommended costs are:

- Vehicle Wash Limit up to \$25 per month; find monthly service if available
- Vehicle Detail limit up to \$100 per year

Minor Repairs / Purchase recommended vendors and costs are:

- Limit up to \$500; Contact maintenance dept. for any non-emergency repair over limit.

Major Repairs & Tire Purchase (non-emergency): Call Maintenance Dept.

c. Accommodations

Hotels:

We will continue to research National Account Vendors to give broad access & competitive Hotel pricing - in addition, we are looking at centralized Hotel purchasing options within Purchasing.

- Reward point schemes shouldn't be part of the decision making process
- Maximum limit up to \$140 per day(including fees/taxes)
- No additional charges are allowed: do not put meals or incidentals on Hotel Bill

All employees should book accommodation for business trips via Direct Bill preferred hotels when available:

DIRECT BILL HOTEL EXAMPLES: [\(check with your Purchasing or Manager for Direct Bill listing options\)](#)

Lafayette, LA

<u>Comfort Suites Lafayette, LA 337-456-8390</u>	\$89.00 + \$11.08 = \$100.08
<u>Homewood Suites Lafayette, LA 337-264-6044</u>	Single Suite - \$99.00 + 12.33 = \$111.33 Double Suite - \$112.00 + 13.94 = \$125.94
<u>Home2 Lafayette, LA 337-706-8610</u>	\$109.00 + \$13.57 = \$122.57

Channelview, TX

<u>LaQuinta Inn/Suites Channelview, TX 281-452-4402</u>	\$89.00 + \$13.35 = \$102.35
<u>Towneplace Baytown, TX 281-421-0020</u>	\$94.00 + \$15.98 = \$109.98

And where multiple booking options are provided, the most cost effective option should be selected. The individual is responsible for all hotel cancellations.



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d. Meals & entertainment

Employees can charge for business meals while staying overnight or if away from the office for more than half a day when travelling for business, unless you are entertaining a customer. Business meals for a vendor relationship is not an acceptable expense. Alcoholic drinks may only be claimed if consumed with a meal, detailed receipt with a limit of 2 per person.

The maximum daily spending limits (Total per person, including tip/taxes) are:

- Breakfast: \$12
- Lunch: \$18
- Dinner: \$30
- Daily Limit: \$60

Note: Some Cities cost will be higher, so daily limits are flexible in these cities with approval from Manager.

Note: Tip target =15%, and should never exceed 20%. Please check if tip was included in bill before adding tip.

Note: Client meals and entertainment costs may exceed these costs. Please consult with your manager on what is a reasonable amount when entertaining customers.

All business meals and entertainment charges must include:

- Name & Affiliation of attendees (this includes any Dupré employees)
- Type of Activity (lunch, dinner, etc.)
- Business Purpose – e.g. sales call, conference, training, team meeting, business meeting, etc.

Note: This ensures we comply with IRS/Dupré Logistics guidelines, also helps us apply tax treatments.

Dupré Logistics Events/Meetings provide for most meals and entertainment, below you will find some guidance around limiting you're spend outside of Dupré logistics sponsored events:

- Additional social drinks or other activity not sponsored by Dupré Logistics event organizers will be considered personal and not eligible for expensing per your assigned credit card.

e. Business Supplies & Miscellaneous acceptable expense types

Safety & Office Supplies National Vendors with negotiated rates: call Purchasing for login & password
Ritz Safety @ www.ritzsafety.com (Dupré Logistics Account ID #: 83254)

Airgas Safety @ www.airgas.com (Dupré Logistics Account ID #: 0002159752)

Staples @ www.staplesadvantage.com (Dupré Logistics Account ID #: 1033998DAL)

The following business-related expenses examples of additional permitted credit card purchases:

- Supplies not available through negotiated Vendor partnerships and e-catalogues. Check with purchasing first to get recommended vendors to purchase from or to set-up negotiated prices/rates.
- Recognition awards approved by Manager, not part of regular Dupré approved Awards Programs.
- Manager approved one-time training or seminar expenses.
- Postage and packaging for business purposes



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f. Unauthorized and Unacceptable Credit Card expense types

Any activities that can negatively impact Dupré Logistics reputation or employee safety are not permitted – and should not be charged to your company credit card.

The following Credit Card related expenses will not be acceptable, BUT NOT LIMITED TO:

- Any materials not procured via corporate purchasing channels, on Dupre' Logistics contracts or direct bill accounts in the following areas:
safety supplies; office supplies; IT & Communication equipment; Copier supplies(built in contract); parts; utilities; Direct Billed hotels; Uniforms; Cleaning Services; Lawn Service; etc.
- Office utilities: water, electricity, internet, waste disposal, etc... (without manager approval). Most of these should be set-up on contract and be paid centrally.
- Local Vendor Purchasing agreements not sourced through Purchasing Department – work with purchasing to negotiate Dupré approved rates
- Dupré Tractor or Trailer expenses: fuel, parts, maintenance, repairs, etc
- Recognition award and gifts not part of Manager Approved Award programs.
- Adult Clubs or like establishments that can negatively impact Dupré Logistics reputation.
- Meals when not away from home office
- Meals when you are at an event or Hotel in which meals are provided
- Daily Starbucks or other beverage purchases that are not part of a meal expense purchase – these are considered personal expenses. In addition, no Starbuck card refills.
- Refilling Gift cards
- Charitable contributions
- Relocation expenses
- Expenses incurred by spouses or other non-employees who accompany our employee's travels
- Un-authorized service upgrade (e.g. Airfare, priority boarding, clear me, hotel rooms, etc.)

Note: When in doubt check with your Manager for approved expenses



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Acceptance of Dupré Logistics Credit Card Policy

I acknowledge that I have read and understood the Dupré Credit Card Policy dated March 23, 2020, and agree to abide with the Policy. This is to acknowledge that the credit card belongs to Dupré Logistics and that we process and investigate charges as we see fit. It'll also outline your responsibilities and the consequences for incorrect usage of your company credit card.

Name: _____

Date: _____

Title: _____

BU/Dept: _____

Witness: _____

Date: _____