



CITY CRUISES CANADA POLICIES AND PROCEDURES

POLICY

POLICY: **C-6**
SUBJECT: **COMPANY CREDIT CARD**
EFFECTIVE: **JANUARY 1, 2022**
SUPERCEDES: **APRIL 19, 2021**

POLICY

City Cruises Canada provides certain crew members with the use of a company credit card. The corporate card of choice is JP Morgan Chase Mastercard (hereinafter referred to as "Credit Card"). The Credit Card bears the name of the individual authorized to use the card, however, remains the property of City Cruises.

1.0 TERMS OF USE

- 1.1 The Credit Card is the property of City Cruises. Use of the Credit Card is a granted permission and can be cancelled or revoked at any time by City Cruises. The Credit Card must be returned immediately upon termination or ceasing to be an active crew member.
- 1.2 The Credit Card is for an assigned user only and should not be used, in any manner, by another person.
- 1.3 The assigned user must keep all receipts and provide full reconciliation within three (3) days of receiving a monthly statement from the corporate office. Reconciliation includes a copy of the receipt and the proper General Ledger (G/L) coding.
- 1.4 The Credit Cards are to be used to make tangible property or service purchases on behalf of City Cruises. City Cruises must be the direct beneficiary of the good or service purchased. Under no circumstance is the Credit Card to be used for purchasing personal property or services.
- 1.5 All benefits, including but not limited to, points, rewards, and rebates are for the exclusive benefit of City Cruises. The assigned user is not entitled to any value (monetary or other) associated with any benefit earned because of using the Credit Card.

Company Policy C-6 Company Credit Card	Revised Date: January 1, 2022	Approved by: JH
<i>Uncontrolled when printed</i>	Page 1 of 2	RMS Document



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- 1.6 Cash advances are not permitted on the Credit Card.
- 1.7 Lost or stolen Credit Cards must be reported to the Mastercard support line and the City Cruises corporate office immediately.
- 1.8 City Cruises reserves the exclusive right to change, amend, or modify the terms of use at their sole discretion.

2.0 NON-COMPLIANCE

- 2.1 Failure to comply with this policy will result in a loss of use of the Credit Card.

Further interpretation of this policy is the responsibility of the Vice President, Employee & Guest Experience. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

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<i>Uncontrolled when printed</i>	Page 2 of 2	RMS Document