



CORPAY POLICY

Policy

Stout Excavating Group, LLC (SEG), Stout Excavating Group Texas, LLC (SEG TX), and A-1 Express, LLC may issue company credit cards to employees for business use in connection with the employee's job duties.

Personal purchases are not permitted on company-issued credit cards. Employees will be held responsible for unauthorized purchases deemed to be for personal use. As a card holder, discretion and good judgment must be exercised when making purchases. A company-issued credit card is a privilege which may be suspended at any time.

Expenses for lodging and meals while on company-approved travel are considered business purchases for employees not receiving per diem; however, these charges are to be limited to yourself as the card holder. Group meal purchases require prior authorization from a manager. If there is any question as to whether a purchase qualifies as a business expense, the employee should consult with their manager before incurring the expense.

Submitting and Approving Expenses

Employees are expected to submit their receipts weekly via ExpenseTrack. Approvers should be approving expenses within 2-3 days. In the event of an employee layoff or termination, Accounts Payable must be notified immediately to prevent unapproved expenses. Attention to timely approvals is vital for month end close.

Receipt Requirements

- When tipping, do not exceed 20%.
- Pictures of gas pumps are not acceptable as they are not considered valid receipts.
- Itemized receipts are required for all expenses.
- Meal receipts must have the names of individuals present and business purpose of the meeting.
- If alcoholic beverages are consumed at a function at which SEG, SEG TX and A-1 Express, LLC can expect to derive a specific business benefit, reasonable costs can be expensed.
- For more specific guidelines, refer to the Travel and Business Expense Policy.

Anyone that has delinquent/outstanding receipts past 30 days will have their credit card privilege suspended and their card will be deactivated for one week. Privileges will not be reinstated until reviewed by management.

By signing below, I acknowledge receipt of the Corpay Policy and agree to abide by these guidelines for the duration of my employment with SEG, SEG TX, and A-1 Express, LLC.

Employee Signature: _____

Date: _____

Employee Printed Name: _____