

Star Aviation Company Virtual Corporate Card Policy



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Introduction

Star Aviation may provide eligible employees with a virtual corporate card. Virtual corporate cards can be used for business-related expenses. Having the virtual card on your mobile phone helps track and process expenses, prevent fraud and make payments more efficiently. By signing this policy, employees who have a virtual card will use it properly and will know their limitations and responsibilities.

What is a virtual corporate card?

A Virtual corporate card is a digital representation of a physical corporate card. The virtual card is added to your business or personal smartphone digital wallet. You will then be able to use it for business-related expenses. Merchant info, GST, and expense categories are captured at the time of spending, which reduces the time spent on expense reporting.

Virtual corporate card eligibility

A virtual corporate card may be approved for the following:

- Airport managers and/or their delegates
- Staff with travel requirements
- Senior Managers and/or their delegates

Management reserves the right to withdraw the funds or virtual card from employees at any point.

Employees that are not eligible for company corporate cards can ask their manager or finance team to make a purchase on their behalf or can be reimbursed. 'Card sharing' of virtual corporate cards is not permitted.

What expenses are allowed on a virtual corporate card?

You can use the virtual corporate card to pay for work-related expenses only.

This includes (BELOW ARE EXAMPLES ONLY)

- *Expenses involved in meeting with clients*
- *Any work-related travel*
- *Necessary medical expenses*
- *Local transportation during trips (taxi fares, rental cars etc.)*
- *Other minor expenses that have been approved by your manager (e.g. meals, business material)*
- *Emergency equipment repairs and/or replacement*
- *Training and educational material approved by your manager*

We may issue virtual cards that can be used for a specific purpose only (e.g. payment for a special product or service).

You must not use Star Aviation funds on your corporate card for non-authorized or personal expenses. You're also not allowed to purchase alcohol, any drugs, weapons, pornography or incur charges for unauthorised entertainment.

Exceptions

You may apply for an exception if absolutely necessary. Inform the finance team and your manager about the expense you want to make – you might receive authorisation in special cases.

Corporate Card Limits

The virtual card limit will depend on your role within Star Aviation, your department and the frequency or type of the expenses you incur. You will be advised of your card limit when you are given a card, however, as a general rule, the weekly limits are:

- \$50 in funds used for regular work-related expenses (for example expenses when taking clients to outings).
- \$100 in funds used for client-related expenses (e.g. dinners).

We may adjust these limits based on your job's specific needs.

In addition to card limits, budgets can be made for projects or cost centres and you may have access to more than one budget through your expense management app.

Expense Reports

Every purchase must be accompanied by proof of purchase and a complete expense report.

The Virtual corporate card is connected to an expense management system and purchase data such as merchant name, amount, category, date and time is synced in real-time with the card.

After making a purchase, open the Weel mobile application and take a photo of the Invoice. The invoice must show the supplier business name, description of what was purchased, amount of purchase and the date. Note that a receipt of payment without these details is not sufficient and will be considered non-compliant.

Once uploaded into the system please confirm the GST amount, Expense category, Budget and Description.

For purchases made in Australia over \$82.50 (including GST), make sure that all invoices have GST values. This is so that Star Aviation can claim back the GST amount from the government.

Your responsibilities

If you have a virtual corporate card, we expect you to:

- **Download the weel application and add the virtual card to your mobile devices wallet.** You will receive an email with how to download the app and how to add it to your wallet.
- **Protect it to the best of your ability.** Don't leave it unattended or let unauthorised people use it (e.g. friends, family, colleagues). Unless directed by the Finance team, sharing your card with other Star Aviation employees is not allowed. However, you are able to make purchases on your card on the behalf of other employees.
- **Report if your phone is stolen or lost as soon as possible.** If, for example, there's a break-in at your home and your phone is taken, you need to file a police report and call our accounting department immediately.
- **Use it only for approved reasons.** Follow the instructions in this policy and agreement please don't use the corporate virtual card for personal or unauthorised expenses, even if you intend to compensate the charges later.
- **Document all expenses** by taking a photo of the receipt and completing the expense report (see Expense Report section above).

Use of the company corporate card

When you're using the corporate virtual card, you should:

- Confirm that the particular expense is allowed under this policy.
- Be aware of the corporate limit and the transaction limit so you can plan business expenses properly.
- Keep your mobile phone and access to it secure.
- Use the card sensibly and avoid unnecessary expenses.

Violating this policy

We expect you to comply with this Virtual Corporate Card policy and we may need to take action if you violate the policy. For example:

- If you incur personal or unauthorised expenses, these amounts will need to be repaid through payroll. If you do this consistently, you may lose the right to have a corporate card.
- If you lose a receipt, you'll need to inform the accounting department as soon as possible. We may find a solution if this happens rarely, but if you fail to submit receipts consistently, you may lose the right to use the Virtual Corporate card.
- If you fail to submit your receipts on time, you'll need to pay them yourself. Doing this repeatedly may lead to the loss of the Virtual Corporate card.
- Giving access to the corporate card to unauthorised people or abusing the expense limits may result in suspension or termination.
- Making prohibited purchases as mentioned previously (e.g. weapons, drugs) will result in immediate termination, and possibly legal action.

Star Aviation has the right to review your Virtual Corporate Card usage, and withdraw it if there's any inappropriate use.

Employee Agreement

By activating and using your company corporate card, you accept to the terms in this policy.