

Drug Testing

All potential employees may need to pass a drug test before starting a job with our organization. Drug tests may also be required for employees involved in a workplace or event accident or when there is reasonable suspicion that they are under the influence of drugs or alcohol while performing their job duties. ISI reserves the right to terminate any employee who fails a drug or alcohol test in accordance with the aforementioned policy.

Company Travel & Expenses

Travel Expense Reimbursement Policy

Some travel in order to accomplish organization objectives is necessary and all such travel must be authorized in advance. ISI will reimburse employees for expenses related to this travel. To be reimbursed, employees must submit expense information to the ISI Treasurer within 30 days after the expense is incurred. The minimum expense information shall include the date of the travel, the purpose for the travel, a description of the expense incurred and a receipt to document the expense. ISI will reimburse employees for mileage at the Internal Revenue Service standard mileage rate for the year in which the mileage driven. ISI will reimburse meals up to the Meals and Incidental Expense allowance as published for by U.S. General Services Administration Office.

Purchases and Expenses incurred on behalf of ISI

Occasionally, you may need to incur an expense on behalf of ISI. However, absent an unforeseeable need, all expenses in excess of \$250 need to be pre-approved by the ISI Admin. Vice Chair or Board of Directors. To be reimbursed, employees must submit expense reimbursement request to the ISI Treasurer within 30 days after the expense is incurred. The reimbursement request shall include a description of the expense incurred and a receipt to document the expense.

Normal processing time for expense reports is 10 business days. Requests that are incomplete or that lack backup documentation will be returned and may have a longer processing time. A completed request includes a description of the expense, the necessity of the expense, the purpose for the expense and written approval of the ISI Admin. Vice Chair. Proper documentation includes a written statement of approval by the ISI Admin. Vice Chair and receipts documenting the amount of the expense.

ISI Issued Credit Cards and Debit Cards

ISI may issue credit cards and debit cards to employees for use in their jobs. The use of ISI issued credit cards and debit cards is a privilege. Any ISI issued credit cards or debit cards must be used for business purposes only, and in conjunction with the employee's duties. Employees must not use the credit cards or debit cards for non-business and non-essential purposes. ISI will consider the use of a credit card or a debit card for expenses incurred while traveling, such as for lodging and meals while on ISI approved business trips, for business purpose as long as such expenses are consistent with the above described travel and expense reimbursement policy.

Policies and Procedures
Employee Use of Company Credit Card or Charge Accounts

1. Authorization – The owner must provide written authorization prior to the use of a company credit card or charge account by an employee.
2. Employee Agreement – The employee must sign an agreement acknowledging that he has read and understands the policies and procedures governing the use of a company credit card or charge account.
3. Restricted Use – The use of a company credit card or charge account is subject to the following restrictions:
 - No personal or private expenditure shall be to be charged to a company account.
 - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.
 - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many meals were included on the bill). In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
 - An expense in excess of \$100 should be pre-approved. Capital purchases should never be charged to a credit card.
 - Travel expenses (e.g. airfare, hotel rooms, conference registrations) should be submitted for payment via a purchase order or expense reimbursement whenever possible. In the exceptional case when a credit card is used for such expenses, the conference and travel expense should be pre-approved by the appropriate authority.
 - Documentation of each expense shall be submitted as soon as possible, and no later than 10 days from the date of purchase.
 - No cash advances will be permitted on a company credit card.
 - Any credit card issued to an employee will have a maximum monthly balance of \$1,000.

4. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.
5. Violations of the Town's credit policy shall result in disciplinary action, including termination of employment or prosecution.

SAMPLE

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COMPANY-ISSUED CREDIT CARDS

[Note: Although it can be impractical or nearly impossible to not issue company credit cards to certain key employees, there is always some risk involved that a card user might abuse the card by using it for unauthorized purposes. This sample policy and form below are meant to illustrate how an employer might try to protect itself and allow at least some possibility for recovery of improper charges on such cards. The main things to remember are that purchases of items or services for personal use can be considered loans or wage advances to the employee, deductions for which may take an employee below minimum wage under the FLSA; that losses due to unnecessary or negligent purchases of non-personal items or services may not result in deductions below minimum wage; and that both types of deductions need to be authorized by the employee in writing to be valid under the Texas Payday Law.]

Policy Regarding Use of Company-Issued Credit Cards

The Company will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Company) with their own funds or personal credit cards. The Company will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the Company's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Company's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Agreement for Wage Deductions Associated with Improper Use of Company-Issued Credit Cards

I, (employee's name), hereby certify that I understand and agree to abide by the Company's policy regarding use of company-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the Company) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Company's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Signature of Employee Date

Employee's Name - Printed

Company Representative Date

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