



CREDIT CARD POLICY

Employees who are required to travel or incur expenses for business purposes will be issued a Port of Skamania County credit card. Whenever possible, employees must use the Port's card for all applicable travel expenditures. Credit cards supplied by the Port are intended for Port of Skamania County related expenses only; personal use of a Port of Skamania County credit card is not allowed. Accidental use of the Port credit card for personal expenses will require an employee to repay the Port immediately or else face corrective action. In the event a credit card is lost, the Executive Director and Accounting needs to be notified immediately.

There are non-allowable expenses that include:

- 1) Fines, penalties and or/forfeitures
- 2) Tobacco
- 3) Alcoholic Beverages
- 4) Personal telephone calls
- 5) Meals or lodging in lieu of other meals and/or lodging, the expense of which is included in the conference or other registration.

Receipts for all charges on the credit card must be submitted monthly to accounting. Names of the job and/or business purpose of each expense must be listed on the receipts. Any charges to the Port's credit card that are not documented either by a receipt or a lost receipt form may be deducted from the employee's paycheck.

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