



JASON LIPSCOMB

Vice President, Corporate Controller

Colleagues:

Centerplate's travel and entertainment policies and procedures are established to provide standard guidelines for arranging and purchasing all Centerplate business travel. The following will also clarify and establish a standard method for the issuance and utilization of Centerplate's Corporate Credit Card:

Corporate Credit Card Guidelines

- All employees who travel frequently for business are required to have a Corporate Credit Card to be used to pay for Centerplate related travel and entertainment expenses;
- If you are authorized to travel for business and you plan to have more than two (2) flights and/or four (4) hotel nights annually, you are required to request for a Corporate Credit Card;
- The Corporate Credit Card can only be used for authorized Centerplate related travel and entertainment expenses;
- All Centerplate related travel and business expenses are to be paid using the Corporate Credit Card unless the card is not accepted at the establishment or cash is used; and
- All requests to receive a Corporate Credit Card should be provided to Corporate Purchasing and be sent to expensereport@centerplate.com.

Obtaining a Corporate Credit Card

To obtain a Corporate Credit Card, please submit a request to Corporate Purchasing. General Managers, Directors, Vice Presidents, Senior Vice Presidents, Executive Vice Presidents, Regional Controllers, and Field Human Resources Directors will be provided a Corporate Credit Card for business related expenses including travel; therefore, they can request for a Corporate Credit Card directly from the Corporate Purchasing.

Other employees require approval by their immediate supervisor along with a written business reason for the issuance of a Corporate Credit Card that should be submitted to Corporate Purchasing for review and approval. Upon approval, the employee will receive an email with the appropriate steps to follow to complete the process of receiving a Corporate Credit Card.

Process to Use Corporate Credit Card for Business Hotel Expenditures

Payment of hotel rooms for groups of individuals (e.g. out of town support for a major event, etc.) are to be made by Corporate and **not by an employee's Corporate Credit Card**. If you need to request Corporate to pay for the hotel rooms for groups of individuals, please submit a request to Corporate Purchasing. Corporate Purchasing will reach out to obtain the appropriate information to make the payment. All requests should be far enough in advance to allow Corporate Purchasing to obtain and provide the necessary information to have the payment made from Corporate.

Please feel free to contact me with any questions and/or comments at 864.248.2052.

Thank you in advance for your assistance.

Regards,
Jason