CARNIVAL UK

Company Credit Card Policy

This Policy is designed to ensure that company credit cards are used as an efficient, secure business tool on the most appropriate spend, and to clearly outline the accountabilities that come with having a company credit card, the consequences of any misuse, and the responsibilities of a spend approver.

1. Getting to know your corporate Credit card:

Company credit cards are issued to colleagues who regularly purchase products or services on behalf of the company, where it's not always practical to raise a purchase order, EG when away on business, for a low value amount (<£5k), or it's a one off purchase with a new supplier.

2. Benefits of Company Credit Card

A company credit card should help you avoid having to personally pay for expenses and lodging an expense claim. It can also act as a way of purchasing low value goods from vendors that don't invoice, or as an organisation we don't plan to use again.

3. Eligibility

If you have to make purchases or frequently travel on company business, you can apply for a company credit card.

4. Where and how to use this card

You can use your card at any establishment displaying a VISA sign, subject to any merchant or spend type restrictions that have been applied to your card. Your card will be individually tailored to your requirements, and will have certain restrictions applied to it, including a transaction value and credit limit.

To book or pay for flights or hotel accommodation you should comply at all times with the requirements of the Carnival UK Travel & Expenses Policy and contact your designated travel booker in the first instance. The expenses policy can be found on the bridge:
http://thebridge.carnivaluk.com/Departments/Finance/ShoreOverheads/tabid/2864/Default.aspx

The card can also be used to make smaller purchases (suggested threshold £5k) from a supplier if it's unlikely that Carnival UK will use them again. Any purchases on a company credit card over £5k require VP approval. If you need your credit limit to be adjusted, please contact the expenses help desk with appropriate approval from your line manager. Email: Expenses.helpdesk@carnivalukgroup.com

For regular purchases, or higher value purchases from a new supplier, please follow the existing standard vendor management process. Full details are found on SharePoint: Service Management & Governance - Global Supplier Maintenance (carnival.com)

5. Consequences for misuse or non-compliance with policy

Carnival UK will investigate all instances of company credit card misuse, or non-compliance with this policy. Each case will be investigated on its own merits to understand the individual circumstances, where necessary following the HR disciplinary policy. Unauthorised or inappropriate use of a company credit card may result in disciplinary action which could carry sanctions up to termination of employment and criminal prosecution. The cardholder may be required to return the item(s) purchased and/or repay Carnival UK the value of the purchase(s).

6. Cardholder and Approver Responsibilities

As a cardholder you are responsible for:

- The security of your card
- Ensuring that your line manager is aware of the business expenses to be incurred
- Following the Travel and Expenses policy
- Reviewing statements and coding transactions on a timely basis
- Obtaining suitable VAT receipts and attaching them to the relevant transactions
- Following up with your line manager any queries to ensure the process complete by the 15th of the following statement month
- Promptly resolving any errors with the supplier and the card issuer (if required) and advising Expenses Administrator of any disputed items. Email: Expenses.helpdesk@carnivalukgroup.com
- Re-paying any personal expenditure where unavoidable or in error.
- Advising the Expenses Administrator if transferring to a new role or leaving the company

As an approver you are responsible for:

- Reviewing and approving all transactions before the 15th of the following statement month
- Arranging for an alternate approver if away
- Confirming to the Expenses Administrator if a team member is leaving the company
- Ensuring that the cardholder returns credit card upon leaving Carnival UK employment and finalising all transactions in the system prior to leaving the company

7. Summary of Restrictions

- The card should not be used for personal expenditure, unless unavoidable [for example when onboard on company service, with a mixed personal / expenses folio].
- The card is to be used by the named cardholder only
- Transaction's restrictions may be present on the card, eg Cash, high value transactions, etc. You must not circumvent these controls (eg by splitting transactions)
- Purchases may not be made from suppliers who are friends or relatives of the cardholder
- To ensure that procurement, HESS and fiscal controls are followed, card payments should be for exceptional items, where use of standard purchase orders is not possible. Where a purchase order alternative exists, it should be used.

8. Coding and approving transactions

All transactions for the period must be coded by the cardholder and approved by the 15th of the following month by their line manager.

Failure to comply with this requirement within the given deadlines will result in reducing the spending limit to zero and may lead to recovery of costs from your salary.

The cardholder is required to ensure that all account codes entered on the transactions are valid combinations and a project / voyage code is provided if applicable.

For any queries on general ledger account codes please refer to the link on the bridge: http://thebridge.carnivaluk.com/Departments/Finance/ShoreOverheads/tabid/2864/Default.aspx otherwise contact the Finance Business Partner by emailing: Finance.BP@carnivalukgroup.com

9. VAT Receipts

VAT receipts must be attached to the transaction in the administration system. Please refer to the Travel & Expenses policy (see the link above) for detailed requirements for VAT claims or contact the expenses Administrator for advice.

10. Data

Personal data provided by the cardholder during the application process is submitted by Carnival UK to the card issuer for processing using a secure method. The card issuer has a privacy policy which sets out how this data is used and stored and can be obtained from their website or a copy can be obtained from the expenses Administrator. Email: Expenses.helpdesk@carnivalukgroup.com

Appendix:

Transaction types that are not appropriate to be paid via company credit card

1. Transaction over transaction limit should not be split.
2. Consultant services or contract labour
3. Goods and services that have already been authorised and/or procured based on a company purchase order
4. Items that we buy in bulk such as stationery and computer consumables with a particular supplier/vendor. If required, please approach Facilities or IT
5. Items that should be reimbursed through the payroll e.g. eye tests or relocation costs and similar items which could be considered as a benefit in kind
6. Hazardous materials requiring Material Safety Data Sheets or which generate hazardous waste
7. Safety related equipment such as gloves, respirators, and safety glasses unless the purchase is authorised in advance in writing by a person qualified to confirm the health and safety acceptability of the goods to be purchased
8. Long term leases and rentals for which a lease agreement is required
9. Maintenance of equipment for which a maintenance agreement is required
10. Services that would otherwise be purchased under a service contract
11. Fuel for motor vehicles unless it relates to a motor vehicle hired for business purposes
12. Flights which should be booked via Carnival UK Corporate Travel Booker (More information can be found in Carnival UK Travel & Expenses Policy) In exceptional circumstances where purchases need to be made that do not comply with policy VP approval must be obtained
13. All payments processed outside of Oracle for any sanctioned country, including Russia, Belarus, Cuba, Iran, North Korea, Syria or the Regions of Crimea, Donetsk and Luhansk, must be provided to the relevant Controller and require signoff by the Controller in advance of any payment

The link to the anti-corruption policy for your reference could be found on The Bridge
http://thebridge.carnivaluk.com/LinkClick.aspx?fileticket=Kclu4S4w3m4%3d&tabid=1130&mid=3982