

## AMEX CARDS

Those employees who have an Ezi-Hose Pty Ltd American Express Card (Amex) for expenses should note that the company will not pay for any goods purchased for own personal use.

This includes:

- Magazines
- Newspapers
- CD's
- Cigarette's etc.

The purchase of food when on extended work related travel or overnight stay is covered under "Away Allowances". Only healthy nutritious foods are encouraged, however it is acknowledged that there are locations where only snack foods are available. These purchases will be considered on a "need to" basis.

Ezi-Hose reserves the right to approach employees regarding card use. Expenses which are not directly work related will need to be reimbursed to the company.

