



**CORPORATE ACCOUNTING &
FINANCIAL PROCEDURES**

SERIES NUMBER	SEQUENCE NUMBER
40	50

CURRENT REVISION March 2022	SUBJECT: Global Corporate Card Policy	PAGE 1 OF 7
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APPLICABILITY SCOPE

Corporate and all business units – Yes

U.S. divisions and majority owned subsidiaries – Yes

Non-U.S. divisions and majority owned subsidiaries – Yes

Consolidated joint ventures and affiliates – Yes

Unconsolidated joint ventures and affiliates – No

This policy supersedes all local and business unit policies unless approved by the Executive Management Team and issued as an addendum to this policy document.

SUMMARY

This policy conveys expectations and procedures that will apply to all employees for the issuance, application, use and payment of a JCI issued Corporate Card used for business travel and entertainment expenses and for other authorized expenses. Such cards are referred to as “Travel & Entertainment Cards”, “CTA Cards” and “Meeting Cards” in this policy. Items described in this document as allowable and non-allowable should not be considered as all inclusive.

All Corporate Cards must be issued from an authorized card provider and approved by Treasury and Travel Management. Corporate Cards are required for employees who incur business travel and entertainment related expenses on behalf of the Company.

RESPONSIBILITIES BY ROLE IN THE ORGANIZATION

Corporate Card Administrator (PA)

- Implement contracted Corporate Card programs.
- Ensure that Corporate Cards are maintained, issued and managed according to this policy.
- Administer documents and instructions needed for card application and usage.
- Provide regular and ad hoc reporting to business partners.
- Support card holder needs and assist in resolving issues related to card usage.
- Monitor improper use of Corporate cards

Card Holder

- Follows policy guidance set forth in this policy.
- Uses the Corporate card for any business travel and entertainment costs incurred on behalf of the company and defined in this policy and the [Global Business Travel, Entertainment & Employee Expense Policy \(40-40\)](#).
- Does not give the card to anybody else to use. The Corporate card can be held only by the person whose name is printed on the card.

- Does not use Corporate Cards for personal use. Violation of this clause may lead to disciplinary action up to and including termination.
- Processes all expenses in a timely manner, keeps Corporate Card current and does not allow card to be delinquent.
- Pays with personal funds any late fees resulting from late or incorrect submission of the expenses not caused by technical or other limitations of the travel expense reimbursement process.
- Submits all expenses via the business unit's approved expense reimbursement authorization tool and/or process.
- Immediately reports any duplicate or unrecognizable charges to the bank provider within 60 days from the issue date of the statement with the transaction in question.
- Processes all expenses and insures Corporate Card is paid off and cleared before leaving the company.
- Hands over the card to HR representative or manager when leaving the company.
- Informs the Card Administrator about changing location or business unit.

Card Holder's Supervisor

Has the responsibility to:

- Ensure this policy is followed by direct report employees and address all violations, such as personal usage of the cards, with the employee.
- Provide timely and thorough review and approval of card holder's expenses ensuring they are aligned with the Global Business Travel Entertainment Employee Expense Policy (40-40).
- Inform the Card Administrator if a card holder is leaving the company when there are concerns about personal charges or balances left on the card.
- Facilitate clearing any unpaid balances on an existing employee's corporate card by creating an IT ticket to add a delegate to create an expense report for approval.
- Use his/her Corporate Card for business travel and entertainment expenses for any new employee who does not yet have a Corporate Card.

Human Resources

- Reinforces this policy as it relates to business travel and entertainment expense reimbursement.
- Send employee termination report to the Corporate Card program administrators to close cards.
- Supports Corporate Card program administrators and card holder's managers in addressing all violations with employees.

Business Unit Leadership

- Ensure their employees understand and adhere to this policy.

- Support Corporate Card Administrator in addressing delinquent Corporate Cards.

Finance

- Reinforce this policy as it relates to business travel and entertainment expense reimbursement.
- Implement and support proper controls and payment to JCI Corporate Credit Card suppliers.

Treasury

- Ownership of banking relationships. No Corporate Card program can be implemented without the knowledge and approval of a Treasury representative.
- No substantive changes to account credit limits without Treasury approval.

GLOBAL CORPORATE CARD POLICY REQUIREMENTS

4.1 Corporate Travel & Entertainment (T&E) Card Card Usage

- Corporate T&E cards are provided to employees who incur travel and entertainment related expenses on behalf of the Company. See the Global Business Travel Entertainment Employee Expense Policy (40-40) for specific guidance.
- A Corporate T&E card is issued in the card holder's name and is the responsibility of the card holder. In general, cards should not be shared with others. An exception to this would be an assistant making travel arrangements on behalf of the card holder.
- Corporate T&E cards may not be used for personal use. Violation of this clause may lead to disciplinary action up to and including termination. If an employee accidentally uses the Corporate T&E card for personal use, the employee should immediately notify their manager. The card holder is responsible for making payment directly to the bank for the expenses incurred.
- Purchase Orders are the preferred method of procuring goods or services for non-travel items. As a cardholder you are prohibited from using your T&E card to make purchases with third parties who are or should be, set up as vendors in the vendor master. If there is a business need to purchase non-travel items (e.g. association membership, small print jobs) on a Corporate T&E card it is allowed with your manager's pre-approval.
- Corporate T&E cards will be provided to full-time employees who regularly incur travel or entertainment related expenses. Applications require the approval of the card holder's manager.
- Please refer to the Corporate Card Sharepoint Site for further information on regional application procedures and contacts. Card Limits
- Initial limits on Corporate T&E cards are set at \$5,000 USD in the United States, LATAM and APAC. Initial limits are set at €5,000 in EMEA.
- If you are a card holder who travels frequently and requires a higher limit on your Corporate T&E card, you may request an increase. Refer to the [Corporate Card Sharepoint Site](#) for request procedures. For all JCI business units the request for a limit increase up to \$25,000 USD must be approved by your direct

manager and 2nd level manager. For a limit increase more than \$25,000 USD you also need a 3rd level manager approval.

- You will not be eligible for a limit increase if your card is overdue because of late expense submission or personal usage on the card. You will be required to submit expenses and get your card current before any limit increase will be applied.
- Cash withdrawal is not enabled on Corporate T&E cards.

Payment Process

- Card holders shall process all expenses incurred within 10 business days of the charge importing to JCI Expense system.
- Payment processes and tools vary by business and location. Consult your leader for the appropriate process for your organization.
- The card holder is responsible for any late fees resulting from late or incorrect submission of the expenses not caused by technical issues or other limitations of the travel expense reimbursement process.
- Once the card holder's Corporate T&E card is 61 days delinquent, the card will be blocked from future purchases. The card holder is required to follow the applicable expense process to bring the card into current state before the card will be unblocked.

Expiration of the card

- New Corporate T&E cards will be automatically issued by the bank shortly before a card's expiration date. The new card must be activated and signed by the card holder immediately. If a new card does not arrive before the expiration date of the previous card, please contact the bank provider or contact your Card Administrator.

Overpayment on the card

- In the case where a card holder believes they made a duplicate payment to the bank from personal funds they should immediately contact the Card Administrator for a credit refund. Card holders will be required to provide evidence of making such payment. The refund must be applied for within 60 days after the payment has been made.

CORPORATE MEETING CARDS

Card Usage

- Meeting cards are provided for registered meetings of more than 10 attendees. The card is used to pay for purchases related to the event.
- A meeting card is issued only after the meeting is registered. Once the meeting is registered, the meeting owner is contacted to begin the meeting card application process.
- Cards may not be used for personal use. Violation of this clause may lead to HR action up to and including termination. If an employee accidentally uses the Corporate Meeting Card for personal use, the employee should immediately notify their manager. The card holder is responsible for making payment directly to the bank for the personal expenses incurred.

- A single meeting card is issued per single registered meeting. Once the meeting has completed and expenses submitted, the card will be closed and may not be used for any future expenditures.
- Refer to the Meeting & Events Policy 40-60 for detailed information and guidelines. For instructions on how to register your meeting visit the [Meetings Sharepoint Site](#).
- Meeting cards can be issued for non-Meetings purposes but require approval from the Global Manager, Indirect Procurement – Travel, Meetings, and Corporate Cards

Card Application

- Corporate Meeting Cards are issued once a meeting is registered and budget approved. The meeting approval process contains the meeting card approval as well.

Card Limits

- Initial limits on meeting cards are based on the meeting budget approved in the meeting registration process. Refer to the Meeting & Events Policy 40-60 and the Meeting Needs Sharepoint Site for detailed information and guidelines.
- If the meeting expands and additional funds are required, the meeting owner must go back to the Meetings registration site to adjust the budget and get a new approval, which will automatically update the Card Administrator to increase the limit.

Card Payment

- Reconciliation processes vary per region. Check with your Card Administration team on the correct Corporate Meeting Card reconciliation process.

Overpayment on the card

- Credits, etc. may result in payment irregularities. The credit card administrator will review such instances individually.

Expiration of the card

- A Corporate Meeting Card is a one-time usage card and once the meeting for which it has been issued has been completed, the card is cancelled automatically. Reopening the card will require the same approvals as during the card application process

LIABILITY FOR NON-PAYMENT OF BALANCES ON CORPORATE CARDS

Johnson Controls will follow all legally permissible means to recover funds from employees in the event of personal usage, fraud or non-payment. All corporate cards are automatically blocked after being 61 days overdue. Cards are unblocked only when the overdue balance is cleared

If corporate card payments by any employee become past due or if the employee makes charges to the corporate card which are not permitted by the terms of this policy or the employee uses the corporate card in a manner that violates JCI policies or procedures; the company may elect to pay the balance on the corporate card in full and cancel the card. JCI will have the right to undertake collection efforts to obtain funds from the employee as permitted by applicable law (which may include wage garnishment) to collect the resulting debt owed by the employee to the company. Employees are required to use the Corporate Card consistently with the standards defined in the Johnson Controls Ethics and other policies.

POLICY REFERENCES

For additional information, review the Corporate Finance and Corporate Tax portals.

Corporate Accounting and Financial Procedures “Global Business Travel Entertainment Employee Expense Policy” 40-40

Corporate Accounting and Finance Policy, “Employee Advances” 20-04

Corporate Accounting and Finance Policy, “Corporate Global Meeting and Events Policy” 40-60

Corporate Accounting Policy 10-25 –“Providing Travel, Gifts and Entertainment to Customers”

Corporate Accounting Policy 40-20 –“Approval Authority”

Corporate Accounting Policy 40-25 –“Approval Authority-Corporate” for approval authority and signing limits

Corporate Accounting Policy 80-25 –“Charitable Contributions”

[Delegation of Authority Process](#)