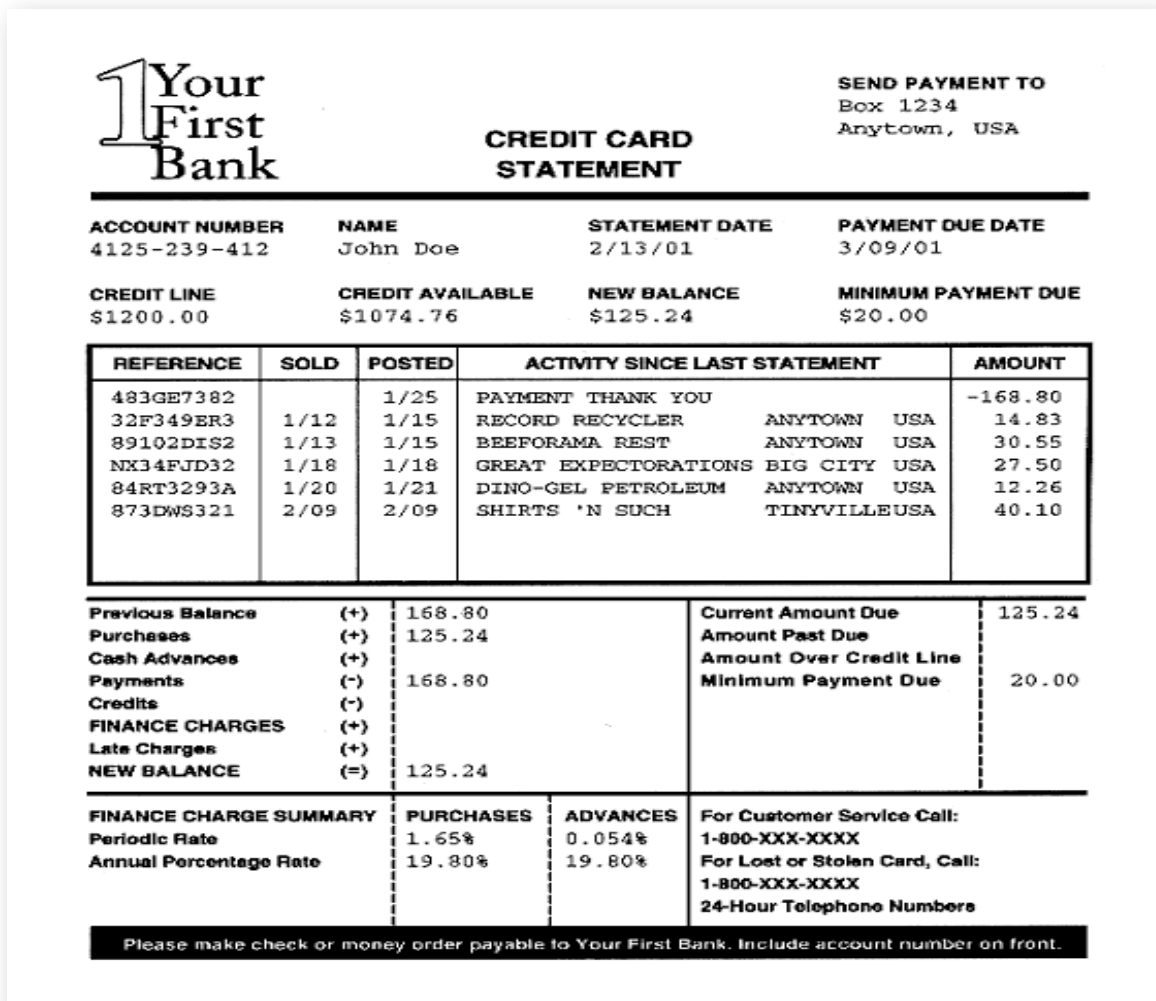




Credit Card Expense Procedure

In order for Securet to review your credit card expenses you are required to provide store receipts/invoices from the purchases, corresponding credit card statement, and Additional Receipt detail form. If your payment ticket is not included with your request, the check will be mailed to the Grantor. The credit card statement must list the purchase/receipts or invoices being submitted. The client is responsible for keeping a copy of the receipts submitted. Once we have received the receipts and credit card statement your request will be reviewed. Incomplete requests will be returned to the grantor. All expenses submitted must be within one calendar year.

Please see below for a sample image of a credit card statement.



If you have any questions or need further clarification please contact us and we would be happy to answers any questions you may have.