



CUI Comdata Gas Card Usage Policy

(Effective March 21, 2016)

Please note the following:

1. Under this new system, you will NOT be required to keep and submit any receipts for the purchase of gas on this card.
2. You are only allowed to use this card at the pump unless pump is malfunctioning.
3. The odometer reading and personal PIN will need to be provided with each fuel purchase.
4. You are not allowed to swap cards with another Technician and you are not allowed to let anyone else use this card.
5. Upon separation from CUI for any reason, you are required to return this card to your supervisor. Because this card is only to be used by Technicians who are currently working for CUI, if you quit working for CUI for any reason, or if you take a leave of absence for any reason, you must return this card immediately to your supervisor.
6. Failure to follow these policies may lead to discipline, up to and including termination.

- Fuel cards are reset every Sunday night at 12am CST
- Fuel calculation is based on the production report from the week ending prior, same as the payroll expense reimbursement was calculated before we introduced the fuel card program.
 - Example: fuel being reset Sunday 3/12/17, it was based on WE 3/4/17 production
- There are 3 zones for fuel calculations:
 - **Zone 1** - 85% of Market price of one gallon of gasoline as determined by the US Energy Information Administration x the number of completed jobs for the week.
 - Example: $\$2.215 \times 85\% \times 20 = 37.65$ Tech would have \$40 place on their card
 - **Zone 2** - 25 - 30 miles outside of start of day location = \$7.50 gas allowance per day in addition to regular Zone 1 formula.
 - **Zone 3** - 30 + miles outside of start of day location = \$15.00 extra gas allowance per day in addition to regular Zone 1 formula.
- Fuel is not open ended, fuel allotment is provided for business use only. If a tech chooses to drive the truck home daily the fuel CUI provides is not for that travel.
- If a tech has any issue with their card not working for whatever reason, we request that their supervisor or a manager email Fuel@cuicable.com and we will research as quickly as possible for a solution.
- If fuel is ever purchased for a tech by a supervisor or manager or additional fuel is added to a techs card above what was provided on their fuel cards, a deduction form must be signed and remitted to corporate as soon as the expense occurs.