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**From:** Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]  
**Sent:** 5/22/2018 2:16:06 PM  
**To:** Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]  
**Subject:** Credit card reimbursement clarification

Good morning Larry.

I just wanted to clarify two things on your CC and reimbursement policy that you provided.

1- On your policy 02.01.00 Section M Employee expense reimbursement- Paragraph 2- states that "expense reports" must be completed and submitted for reimbursement. I may have already answered my own question, but I am assuming the "expense reports" that need to be submitted is only if an employee uses their OWN money for an expense, and NOT utilizing the BCSO BOA credit card?

2- Section N- Credit card controls:  
Mentions that the BCSO must follow the document entitled "Commonwealth CC use policies and procedures"  
The only document I can find with that title is from ANF and talks about "P card" use. Which if I'm correct, is a credit card provided BY the Commonwealth to an agency.  
Here is the link- <http://www.mass.gov/anf/budget-taxes-and-procurement/admin-bulletins/credit-card-use-policy-and-procedures-anf-22.html>

If that is indeed the document you are referring to in section N, the document from ANF seems to only talk about their "P card".

If you still are utilizing the document version I linked to, ( even though its referring to a state provided p-card) the problem I am seeing is that: THOSE rules on the link I provided specifically state meals are not included for any travel related cost.

So, I am thinking that:

- A- there may a different version you are referring to for "commonwealths CC use policies and procedures" ? ( if so do you have a link to it) or,
- B- You are only using the portion of the ANF's policy as a starting point since its referring to a "P card". And your Section N "incidental purchases" technically supersedes the ANF policy and therefore allows the use of your credit card for meals during travel ( since its NOT a Commonwealth provided "P card").

Hope those questions make sense.

Thanks

Lou

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