

**Southwestern Energy Company**  
**VEHICLE FUEL AND MAINTENANCE CREDIT**  
**CARD POLICY**

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# **FUEL AND MAINTENANCE Credit Card POLICY**

## **1. INTRODUCTION**

Fuel and maintenance expenses are a significant part of SWN's annual operating costs. The Fuel and Maintenance Credit Card Policy has been established to provide direction on necessary vehicle expenses incurred by Southwestern Energy Company (SWN or Company) employees and consultants on business assignments.

Fuel and Maintenance Credit Cards are issued directly to employees and assigned to their appropriate budget code. Fuel and Maintenance Credit Cards for Pool vehicles will be issued to the vehicle.

SWN employees should assume that the expenses incurred and submittals for reimbursement are subject to Company scrutiny, and in some cases, the scrutiny of regulatory entities, courts, and creditors.

The following document outlines SWN policies and procedures for fuel and maintenance expenses. This document has the following purposes:

- To ensure you have the necessary financial credit to travel between work locations
- To ensure that you understand the policies and procedures for incurring expenses
- To enhance accountability between employees, SWN, and other stakeholders

These policies apply to all full and part-time employees, temporary employees and consultants who utilize company vehicles on company business.

### **1.1 Disposition of Fuel and Maintenance Credit Card Charges**

Charges incurred are paid directly by SWN to the card vendor and charged out to the appropriate budget center. Monthly activity reports will be available for supervisory review.

If an employee has an issue using their Fuel and Maintenance Credit Card, they should use personal means to procure fuel or maintenance. The employee should then process the expenses through normal Travel and Expense Reimbursement processes.

## **2. CREDIT CARDS**

A Fuel and Maintenance Credit Card will be made available to approved, eligible (Section 2.2 below) employees required to travel on Company business, providing the means for fueling and maintaining Company assets. The Fuel and Maintenance Credit Card provides a convenient way to pay for business fuel and maintenance expenses without having to use personal means.

Charges to the Fuel and Maintenance Credit Card are permitted solely for fuel and maintenance of Company vehicles. Fuel and Maintenance Credit cards may not be used for any other charges. Use of the card for personal charges is also prohibited. If a non-business expense is unintentionally charged to a Fuel and Maintenance card, advise your Manager immediately so that corrective actions can be initiated. Misuse of the card may result in card cancellation and disciplinary action up to and including termination of employment.

### **2.1 Fuel and Maintenance Card Distribution**

Employees who are assigned a company vehicle will be provided a Fuel and Maintenance Credit Card. All pool vehicles will also be assigned a Fuel and Maintenance Card. The Supply Services Team Program Administrator will administer all Fuel and Maintenance Cards.

Employees will be required to complete a Computer Based Training on the Fuel and Maintenance credit card program before a card will be issued.

### **2.2 Lost or Stolen Cards – Emergency Replacement Cards**

Lost or stolen cards must be reported as soon as the card is discovered missing. Once the card is reported lost or stolen, the employee is protected from unauthorized charges.

To report a lost or stolen card, contact Comdata at 1-800-741-4040 and then contact the Supply Services Team Program Administrator.

The Supply Services Team Program Administrator will order a replacement card in the instance that a card is lost, stolen or damaged.

### **2.3 Termination of Employment**

On termination of employment, the employee must return the card to the Department Manager, Department Team Administrator or Human Resources.

Any questionable or un-authorized charges by the employee on termination will be deducted from any outstanding expense reimbursement owed to the employee.

### **3. AUTHORIZED EXPENSES**

#### **3.1 Fuel**

Purchasing Gasoline or Diesel fuel for SWN vehicles is the primary purpose of this credit card. Fuel for other company assets (generators, light plants, field saddle tanks, etc.) is also an acceptable use for this credit card.

#### **3.2 Maintenance**

Keeping company assets maintained is an important obligation of employees entrusted with company vehicles and assets. This credit card should be used to help employees maintain these assets. Outside of the Damascus Maintenance facility, this card can be used for oil changes, minor maintenance, car washes, etc. For any charge that will exceed \$500, a managers approval is necessary and must be arranged by the Supply Services Team Card Administrator.

### **4. EXPENSES NOT AUTHORIZED**

#### **4.1 Non-Fuel and Maintenance Products**

Use of the Fuel and Maintenance Credit card to procure Items not related to the direct Fuel and Maintenance operation of SWN vehicles or other assets is not permitted. Use of the Fuel and Maintenance cards for non-fuel or non-maintenance products can result in disciplinary action up to and including termination of employment.

#### **4.2 Non-SWN Use**

The Fuel and Maintenance card should never be used for personal fuel or maintenance. Use of the Fuel and Maintenance Credit Cards for non-SWN purposes can result in disciplinary action up to and including termination of employment.