Exhibit 1

|  |
| --- |
| **CORPORATE SERVICES APPROVAL FORM** |

**This form must be completed anytime an employee requests any ONE of the following: Company Car, Corporate T&E Card, Company Cell Phone, MiFi/Aircard or Tablet. Orders will not be processed for any of these services until this form is filled out in its entirety and has the appropriate approver’s signature.**

|  |  |
| --- | --- |
| Employee Name | Click or tap here to enter text. |
| Complete Home Address | Click or tap here to enter text. |
| Complete Office Address | Click or tap here to enter text. |
| Complete Ship to Address | Click or tap here to enter text. |
| Personal Cell phone | Click or tap here to enter text. |
| Business Email | Click or tap here to enter text. |
| Personal Email | Click or tap here to enter text. |
| Hire Date or Effective Date of Change | Click or tap to enter a date. |
| Position / Title | Click or tap here to enter text. |
| Brand | Click or tap here to enter text. |
| Employee ID | Click or tap here to enter text. |
| Cost Center | Click or tap here to enter text. |
| Economic Entity  (Essilor Employees) | Click or tap here to enter text. |
| Name of approving VP/SVP/EVP | Click or tap here to enter text. |

The Following sections are to be completed by an Authorized Approver. Approval is required by VP, SVP, or EVP. For New Employees or Newly Promoted Employees (Please check all that apply.)

**Company Vehicle/Reimbursement Program**

\*\*Fleet Administrator will be responsible for assigning company vehicles to eligible employees\*\*

**All new employees who are eligible will be enrolled in MOTUS**

|  |  |
| --- | --- |
| Eligible for Company Vehicle/Reimbursement Program  US: Required to drive 5,000+ business miles / year  CA: Required to drive 8,000+ kms / year | Choose an item. |
| What band level is the employee in | Choose an item. |
| Annual Business Miles  (Motus program only) | Click or tap here to enter text. |

**Expats**

All qualified Expats will be eligible for a company vehicle based on their title.

|  |  |
| --- | --- |
| Expat | Choose an item. |
| Level | Choose an item. |

**Company T&E Credit Card Program**

|  |  |
| --- | --- |
| Corporate Card Eligible | Choose an item. |
| Estimated Business Trips / month | Click or tap here to enter text. |
| Requested Monthly Credit Limit | Click or tap here to enter text. |
| Approvers Initials | Click or tap here to enter text. |

\*Any requested monthly credit limit over $3,000 will require additional review/approval and a supported business need.

**Company Wireless Program**

All users will be assigned a domestic plan unless otherwise noted. In addition, all international features will be blocked.

\*\*Aircards/MiFi’s will only be issued to employees who need data access but do not have a company cell phone.

|  |  |
| --- | --- |
| Company Cell Phone Eligible | Choose an item. |
| Please list the desired Area Code | Click or tap here to enter text. |
| \*\*Company AirCard/Mifi Eligible | Choose an item. |
| Does employee currently have a company air card? | Choose an item. |
| Which plan is the employee eligible for? | Choose an item. |
| Company Tablet Data Plan Only Eligible | Choose an item. |
| Which plan is the employee eligible for? | Choose an item. |
| Employee is authorized to replace existing phone equipment.  (Approval required) | Choose an item. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed name

VP, SVP, EVP

*If unable to sign, an email direct from the appropriate approver is acceptable.*

**Please email completed forms to:** [**Corporate\_Services@luxotticaretail.com**](mailto:Corporate_Services@luxotticaretail.com) **and copy** [**EmployeeServices@Essilorusa.com**](mailto:EmployeeServices@Essilorusa.com)