

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	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	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.
**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
VP, SVP, EVP

Printed name

Please email completed forms to: Corporate_Services@luxotticaretail.com and copy EmployeeServices@Essilorusa.com