

# CORPORATE CREDIT CARD PROCEDURES 2019

Issued by: Chief Financial Officer  
Dated: 12 August 2019  
Last amended: 28 July 2021 (commencing 6 August 2021)  
Signature:  
Name: Mr Wayne Andrews

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## 1 Purpose and application

- (1) These procedures state the bases on which University corporate credit cards can be:
  - (a) issued to staff, affiliates and controlled entity representatives; and
  - (b) used for business expenses relating to:
    - (i) travel, accommodation, conferences and entertainment;
    - (ii) goods and services, where an approved supplier arrangement does not apply, up to \$5,000 per transaction (exclusive of GST); and
    - (iii) non-cash gift cards.
- (2) These procedures apply to all holders of corporate credit cards and their managers.

## 2 Commencement

These procedures commence on 26 August 2019.

## 3 Interpretation

<b>affiliate</b>	<p>has the meaning provided in the <a href="#">Staff and Affiliates Code of Conduct 2021</a>. At the date of this policy, that is:</p> <p>means a person appointed or engaged by the University to perform duties or functions on its behalf, including but not limited to:</p> <ul style="list-style-type: none"><li>• an honorary title holder engaged under the <a href="#">Honorary Titles Policy 2013</a>;</li><li>• a consultant or contractor to the University; and</li><li>• an office holder in a University entity, a member of any University committee, board or foundation.</li></ul> <p>An affiliate is not an employee of the University.</p>
<b>approved supplier</b>	<p>has the meaning provided in the <a href="#">Procurement Policy 2019</a>. At the date of this policy, that is:</p> <p>means a supplier:</p> <ul style="list-style-type: none"><li>• who has been evaluated through an approved procurement process by Procurement Services; and</li><li>• with whom the University has entered into a formal contract for the provision of specified goods or services.</li></ul>
<b>AUSTRAC</b>	<p>means the Australian Transaction Reports and Analysis Centre, which is a Commonwealth agency responsible for monitoring financial transactions to identify money laundering, organised crime, tax evasion, welfare fraud and terrorism.</p>
<b>business expenses</b>	<p>means expenses incurred on the University's behalf for travel, accommodation, conferences, entertainment, goods and services.</p>
<b>corporate card</b>	<p>has the same meaning as 'corporate credit card' in these procedures.</p>
<b>Corporate Card Administrator</b>	<p>means the position established in Procurement Services to administer the University's corporate cards.</p>
<b>corporate credit card</b>	<p>means a University credit card used for business expenses relating to travel, accommodation, conferences, entertainment, goods and services.</p>
<b>delegate</b>	<p>has the meaning provided in the <a href="#">University of Sydney (Delegations of Authority) Rule 2020</a>. At the date of this policy, that is:</p> <p>means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate.</p>

<b>internal University purchases</b>	means transactions between University cost centres.
<b>non-cash gift cards</b>	means gift cards that do not allow cash withdrawals.
<b>supplier consolidated invoice payments</b>	means specific categories of expenditure governed by a University supplier arrangement where payment is automated to consolidate invoice payments.
<b>100-point ID verification</b>	means the personal identification verification system required by the Commonwealth government for opening financial accounts in Australia.

#### 4 General principles

- (1) Corporate credit cards can be issued to staff, affiliates and controlled entity representatives if:
  - (a) there is a demonstrated business need for the card;
  - (b) the person requesting the corporate credit card has a contract of employment for at least 12 months; and
  - (c) it is approved by the relevant delegate.
- (2) Corporate credit cards must be used only for University business expenses relating to:
  - (a) travel, accommodation, conferences and entertainment;
  - (b) goods and services where an approved supplier arrangement does not apply, up to \$5,000 per transaction (exclusive of GST); and
  - (c) non-cash gift cards.
- (3) Cardholders must ensure that funding is available, and relevant grant conditions are met, for each card transaction.
- (4) Cardholders must comply with all relevant University policies and procedures, including:
  - (a) [Staff and Affiliates Code of Conduct 2021](#);
  - (b) [Procurement Policy 2019](#);
  - (c) [Travel Policy 2018](#),
  - (d) [Travel Procedures 2018](#); and
  - (e) [Non-allowable Expense Procedures 2018](#).
- (5) Cardholders cannot approve their own expenses.
- (6) The most senior manager involved in the expense should incur the corporate credit card expense wherever practicable.
- (7) Each corporate credit card is issued in an individual's name and sharing of the card is not permitted.

- (8) Cardholders must provide tax invoices for all transactions, except that a receipt may be provided instead if:
  - (a) a tax invoice is not available; and
  - (b) the amount involved is \$75 (exclusive of GST) or less.
- (9) Cardholders must complete the online training course provided in [CareerPath](#) prior to the corporate credit card being issued.

**Note:** Existing cardholders are also required to complete the online training course.
- (10) Internal University purchases must be made by journal transfer.

#### 4A Types of corporate credit cards

- (1) There are two types of corporate credit cards issued by the University:
  - (a) corporate travel and expense cards; and
  - (b) system management cards.
- (2) **Corporate travel and expense cards** are used for business expenses relating to:
  - (a) travel, accommodation, conferences and entertainment;
  - (b) goods and services where an approved supplier arrangement does not apply, up to \$5,000 per transaction (exclusive of GST); and
  - (c) non-cash gift cards.
- (3) **System management cards** are used by the Corporate Card Administrator to manage transactions with appointed travel management companies.
  - (a) System management card transactions will be in the travel and expense management system with reference to the individual traveller to which they relate.
    - (i) It is the responsibility of the traveller to acquit these transactions.
  - (b) The Chief Procurement Officer will approve the issue of system management cards.

#### 5 Card limits

- (1) The default monthly credit limit is \$5,000.
- (2) The relevant delegate must approve any higher limits.

**Note:** See the [University of Sydney \(Delegations of Authority\) Rule 2020](#).

  - (a) Cardholders can request a higher default credit limit or change to their monthly credit limit using the [corporate card profile amendment form](#).
- (3) The Corporate Card Administrator will provide Finance Directors with an annual list of:
  - (a) all corporate cards with limits over \$20,000; and
  - (b) justifications provided for each credit limit over this level.

## 6 Prohibited uses

- (1) Corporate cards cannot be used for:
  - (a) goods and services included in the UniBuy catalogue;
  - (b) non-allowable expenses listed in the [Non-allowable Expense Procedures 2018](#);
  - (c) personal expenses;
  - (d) fines or penalties;
  - (e) airfares;
  - (f) goods and services over \$5,000 per transaction unless relating to travel or accommodation;
  - (g) cash advances and cash refunds;
  - (h) payment of a contractor or employee for supply of labour under the [Workforce Engagements and Payments Policy 2016](#);
  - (i) travellers' cheques, bank cheques, postal money orders and gift cards that allow cash withdrawals;
  - (j) petrol for University-owned motor vehicles;
  - (k) supplier consolidated invoice payments, for:
    - (i) Cabcharge;
    - (ii) stationery and office supplies; or
    - (iii) printing services.
  - (l) internal University purchases; or
  - (m) information technology, audio visual equipment or phones.

## 7 Applying for a corporate card

- (1) The applicant must complete the [corporate card application and agreement form](#) and send it to the Corporate Card Administrator.
- (2) This form must be signed by:
  - (a) the applicant;
  - (b) the applicant's line manager; and
  - (c) where required, the relevant delegate.

**Note:** See [University of Sydney \(Delegations of Authority\) Rule 2020](#).

- (3) The applicant must also provide 100 point ID verification to the Corporate Card Administrator or other [AUSTRAC verifying officer](#).
- (4) The Corporate Card Administrator will arrange with the bank for the corporate card to be issued (which will usually take between five and seven working days).

## 8 Transferring a corporate card

If a cardholder moves to another area of the University and needs to retain the corporate card, the cardholder and relevant line managers must complete pages 1 and 2 of the [corporate card application and agreement form](#) and send it to the Corporate Card Administrator.

**Note:** This process eliminates the need to cancel the current card and issue a new card.

## 9 Acquittals

- (1) Cardholders must acquit all card transactions in the travel and expense management system no later than the 22<sup>nd</sup> of each month, for manager's approval to be completed by the 25<sup>th</sup> of each month.
  - (a) Transactions that are unassigned or not coded by the end of the month will be accrued to the cardholder's default accounts as a reversal journal for posting to the correct accounts in the subsequent month.
  - (b) Transactions that are submitted for approval but not approved by the end of the month will be accrued in the account codes where they are coded as a reversal journal to be approved in the subsequent month.
- (2) Cardholders must attach tax invoices or receipts to each transaction in the travel and expense management system.
  - (a) A tax invoice must be attached for amounts greater than \$75 (exclusive of GST) to enable GST to be claimed.
    - (i) Where necessary, cardholders should contact the supplier and obtain a copy of the tax invoice so that there is no additional cost to the University.

**Note:** A receipt or missing receipt affidavit may be attached for amounts of \$75 or less (exclusive of GST).

Corporate card transaction dockets are not valid tax invoices for claiming GST.

- (3) The cardholder must complete a missing receipt affidavit in the travel and expense management system for any transaction below \$500 (exclusive of GST) for which they are unable to obtain a tax invoice or receipt.
  - (i) A missing receipt affidavit cannot be used for accommodation, airfare or car rental. The cardholder must obtain a tax invoice or receipt from the supplier.
  - (ii) A missing receipt affidavit cannot be used for any transaction of \$500 or above (exclusive of GST). The cardholder must obtain a tax invoice from the supplier.
- (4) Other relevant supporting documentation should be attached to the expense report in the travel and expense management system, and if necessary, clarification included in the comment field, including tips paid.

- (5) For all non-cash gift card transactions, the cardholder must enter each recipient's details in the travel and expense management system, including:
- (a) recipient name;
  - (b) employee or non-employee status;
  - (c) purpose, eg, staff gift, non-staff research; and
  - (d) amount of the gift card.

**Note:** FBT is applicable to gifts to staff of \$300 (inclusive of GST) and over.

- (6) Cardholders must identify transactions on which FBT is applicable and provide the number and details of employees and business guests in the travel and expense management system. The FBT liability will be automatically calculated in the finance system.

**Note:** See the [Fringe Benefit Tax Guidelines](#).

- (7) Transactions that are personal expenses must be coded expense type "non-reimbursable / personal expense", and the staff member must reimburse the University.

**Note:** See [staff intranet frequently asked questions](#) for more information.

## 10 Disputed transactions

- (1) The cardholder must contact the supplier to verify and resolve any incorrect, duplicate or unidentified transaction.
- (2) If the cardholder cannot verify a transaction, they must mark it as disputed in the travel and expense management system and complete the system dispute form to notify the bank.
- (a) The bank has 90 days to resolve a disputed transaction.
- (3) When a dispute is resolved and a refund is received, the transaction in the travel and expense management system should be acquitted.
- (4) If a disputed transaction is substantiated by the bank as having been authorised by the cardholder, a \$5 voucher retrieval fee will be charged by the bank to the cardholder's account.

## 11 Cancelling or suspending a corporate card

- (1) The Corporate Card Administrator, in consultation with the relevant Finance Director, may cancel a corporate card or reduce its credit limit to \$1 and cancel any travel account if:
- (a) the cardholder has not completed the online training course provided in CareerPath;
  - (b) they consider there has been a breach of these procedures or any other relevant University policy or procedures;
  - (c) the cardholder has unacquitted transactions (excluding disputed transactions) over 60 days, and has not provided justification for the delay;
    - (i) Access to travel in the travel and expense management system may also be cancelled.
  - (d) fraud, or suspected fraud, has been reported;



- (e) the card has been inactive for 12 months or more;
  - (f) the card has been lost or stolen;
  - (g) the cardholder has resigned or otherwise left the University; or
  - (h) the cardholder has not provided requested documentation to any of:
    - (i) their manager;
    - (ii) the Corporate Card Administrator; or
    - (iii) Internal Audit.
- (2) The Corporate Card Administrator, in consultation with the relevant Finance Director, may cancel a corporate card 30 days after:
- (a) the completion of the outstanding acquittal robotics process in the travel and expense management system; and
  - (b) suspension of the corporate card for non-compliance.
- (3) Cardholders who have their corporate card cancelled under subclause 11(2) cannot apply for a new card for six months after the cancellation.
- (4) A cardholder's line manager must notify the Corporate Card Administrator if:
- (a) the cardholder resigns or otherwise leaves the University;
  - (b) the cardholder moves to another area of the University; or
  - (c) the card is no longer required.
- (5) The Corporate Card Administrator will:
- (a) notify the bank to cancel the card; and
  - (b) advise the cardholder to stop any automatic payments linked to the card.
- (6) The cardholder must return a cancelled card to their line manager and cancel any automatic payments linked to it.
- (7) The relevant line manager must return the corporate card to the Corporate Card Administrator for destruction.
- (8) Corporate cards the subject of investigation by Internal Audit into possible misuse will be suspended until the investigation is complete.

## 12 System authorisations

- (1) The University's travel and expense management system must include the following components in its authorisation process.
- (a) System audit**
- (i) This process will check and verify all documentation submitted by a cardholder, including non-allowable expenses.
  - (ii) The system audit can return the expense transactions to the cardholder requesting additional information or coding as a personal expense.





**(b) Expense authorisation**

- (i) The cardholder's line manager will be primarily responsible for verifying the reasonableness and appropriateness of a cardholder's expenses, and approving the expenses in the travel and expense management system no later than the 25<sup>th</sup> of each month.
- (ii) If the line manager does not have the appropriate level of financial delegation, then the transaction will be escalated to the next level of line manager.
- (iii) If the fund to which the expenditure is to be charged is the responsibility of another manager (such as a chief investigator for a research grant) the relevant additional approver must be added by either the cardholder submitting the expense report or the default line manager approver.

**Note:** Refer to the travel and expense management system [approver guidelines](#).

### 13 Roles and responsibilities

(1) **Corporate cardholders** are responsible for:

- (a) keeping their corporate card safe;
- (b) immediately notifying the University of lost or stolen corporate cards;
  - (i) Contact the Corporate Card Administrator by phone: (02) 9351 2000 or email: [travel.expense@sydney.edu.au](mailto:travel.expense@sydney.edu.au).
- (c) acquitting all card transactions in the travel and expense management system;
- (d) adding relevant additional expense approvers to the travel and expense management system where necessary;
- (e) returning cards and cancelling automatic payments when advised to do so;
- (f) keeping up to date with relevant policy and procedures; and
- (g) undertaking any training in relation to the use of University corporate cards.

(2) **Expense approvers** are responsible for:

- (a) verifying the reasonableness and appropriateness of a cardholder's expenses;
- (b) escalating approvals where required; and
- (c) adding relevant additional expense approvers to the travel and expense management system where necessary.

(3) The **Corporate Card Administrator and the Travel and Expense Helpdesk** is responsible for:

- (a) the overall administration and management of the corporate card facility at the University;
- (b) processes to:
  - (i) monitor compliance;
  - (ii) analyse behavioural patterns;



- (iii) follow up outstanding acquittals;
- (iv) finalise cardholder resignations by cancelling a corporate card; and
- (v) provide support to cardholders;
- (c) the administration and management of cardholders, including:
  - (i) cancelling corporate cards and access to the travel and expense management system, as specified in the procedures;
  - (ii) in consultation with the Finance Director, monitoring and following up transactions with cardholders;
- (d) overseeing disputed transactions that cardholders have notified to the bank;
- (e) contacting the bank in relation to applications for new cards, cancellations, increased credit limits, lost or stolen cards and replacement cards;
- (f) in consultation with the Finance Director, monitoring the continued need for the corporate card and the credit limit applying for each card at least annually.
  - (i) An annual report will be provided to the Chief Procurement Officer with details of the corporate cards with high monthly credit limits, as specified in the procedures.
- (4) **The Finance Director**, following advice from the Corporate Card Administrator, is responsible for following up unacquitted transactions that are over 60 days old.

## 14 Rescissions and replacements

This document replaces the *Corporate Card Procedures* which commenced on 20 September 2011, which is rescinded as from the date of commencement of this document.

## NOTES

### Corporate Card Procedures 2019

Date adopted:	12 August 2019
Date amended:	22 June 2020
	5 November 2020
	28 July 2021
Date commenced:	26 August 2019
	23 June 2020
	6 August 2021
Administrator:	Chief Procurement Officer
Review date:	26 August 2024

Rescinded documents: Corporate Card Procedures, 20 September 2011

Related documents:

University of Sydney (Delegations of Authority) Rule 2020

Procurement Policy 2019

Staff and Affiliates Code of Conduct 2021

Travel Policy 2018

Travel Procedures 2018

Non-Allowable Expense Procedures 2018

## AMENDMENT HISTORY

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
1(1)(b)(ii)	Administration amendment for delegation change	23 June 2020
4(8)(a)	Administration amendment for delegation change	23 June 2020
9(2)(a) & (d)	Administration amendment for delegation change	23 June 2020
3	Definition of 'corporate credit card' added. Definition of 'business expenses' and 'corporate card' amended.	5 November 2020
4(1);4(2)	Amended for explanation of use	5 November 2020
4A	New section on types of credit cards added to include system management cards	5 November 2020
8	Note added	5 November 2020
9(2)(a)	Amended	5 November 2020
10(4)	Amended	5 November 2020
11(1)(c)(i); 11(2); 11(3)	Added on cancelling a card	5 November 2020
3	Definition of 'internal University purchases' added	6 August 2021
4(8)(a)	Amended wording	6 August 2021
5(2)(a)	Amended to include a higher default credit limit	6 August 2021
6(1)(e)	Added to prohibit airfare purchases	6 August 2021



6(1)(f)	Amended to exclude airfares as an allowable expense	6 August 2021
9(2)(a)&(b)	Added for tax invoices	6 August 2021
9(2)(c)(ii)	Added specifying limit of \$500 or below for missing receipt affidavit	6 August 2021
9(2)(e)(i)-(iv)	Added on details required for recipients of non-cash gift cards	6 August 2021
9(3)	Amended to include details of employees and business guests	6 August 2021